



Australian Institute of
Project Management

AIPM Rules

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A company limited by guarantee

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Table of Contents

1.	Background and Interpretation	1
2.	Definitions.....	1
3.	Membership.....	2
3.1.	Membership Approval	2
3.2.	Membership Grades.....	2
3.3.	Criteria for Membership	2
3.4.	Method of Admission.....	5
3.5.	Certificate of Membership	5
3.6.	Membership Fees.....	5
3.7.	Arrears.....	6
3.8.	Duties of Members.....	7
3.9.	Rights of Members	7
4.	Certification.....	7
4.1.	Certification Committee.....	7
4.2.	Certification Levels	8
4.3.	Criteria for Certification	8
4.4.	Recertification and Continuing Professional Development	10
4.5.	Lapses of Membership and Certification	12
5.	Chapter Councils	13
5.1.	Chapter Council Role.....	13
5.2.	Composition	13
5.3.	Fees to Members of Chapter Council.....	13
5.4.	Minutes of Chapter Council and of General Meetings.....	14
5.5.	Retirement of Chapter Council Members	14
5.6.	Annual Election of a Chapter Council.....	15
5.7.	Electronic Communication	18
5.8.	Appointment of Chapter Council Members by the Chapter Council	18
5.9.	Election Process for Chapter President and Chapter Vice President	19
5.10.	Validity of Councillor Actions	21
5.11.	Chapter Council Ambassadors	21
5.12.	Chapter Council Review	21
6.	Criteria for Generally Elected Director.....	21
7.	Criteria for Congress Elected Director	22
8.	Disciplinary Proceedings	24

8.1.	Disciplinary Committees	24
8.2.	Board or Council member involved as the subject of a complaint	24
8.3.	Disciplinary Procedure	25
8.4.	Penalties	26
8.5.	Appeals.....	26

1. Background and Interpretation

- 1.1. Article 69 of the Constitution.
- 1.2. Any term used in these Rules and not otherwise defined has the same meaning given to it in the Constitution of the Institute.
- 1.3. A reference to the Constitution of the Institute is a reference to the Constitution as it may be varied, amended or substituted from time to time by a General Meeting of Members.
- 1.4. These Rules are in addition to and supplement those provisions contained in Articles of the Constitution, which govern, regulate and affect the proceedings, powers and affairs of Members and Chapter Councils and should be read together with such Article wherever possible.
- 1.5. These Rules should be read in conjunction with the relevant AIPM governance documents including Charters, policies and procedures.
- 1.6. In the event of any inconsistency between any provision contained in these Rules and any Articles within the Constitution of the Institute, such Articles within the Constitution will prevail to the extent of such inconsistency.
- 1.7. The hierarchy of Institute Management documents is outlined in Article 69 of the Constitution:
 - 69.1 The hierarchy of documents supporting the management of the company is the Corporations Act, this Constitution, AIPM Rules, Charters, Policies and Procedures.
 - 69.2 The Directors may pass a resolution to make or amend AIPM Rules, Charters, Policies and Procedures so long as they are consistent with and give effect to this Constitution.
 - 69.3 Members and Directors must comply with Rules, Charters, Policies and Procedures as if they were part of this Constitution.

2. Definitions

In these Rules, unless a contrary intention appears:

- "**Act**" means the Corporations Act (2001) as amended from time to time.
- "**Board**" means the Board of Directors of AIPM as defined in the AIPM Constitution.
- "**Chapter Council**" means a Chapter formed by the AIPM Board per clause 55.1 of the Constitutions and having the powers ascribed in clause 55.2.
- "**Chapter Office Bearers**", in relation to a Chapter, means the persons so described in the Rules.
- "**Chapter Charter**", in respect of a Chapter, means its regulations made pursuant to the AIPM Constitution clause 58, as amended from time to time.
- "**Chief Executive Officer**" means the person so appointed under the Constitution.
- "**Code of Conduct and Ethics**" means the code set out in the Code of Ethics and Professional Conduct document.
- "**Congress**" means the committee constituted under clause 60 of the Constitution.

- **"Governance and Ethics Committee"** is a Board Committee that provides guidance to the Board on matters including AIPM Governance, member codes of conduct and administration and discharge of any related disciplinary actions.
- **"Member"** means member of the Institute of any grade or classification.
- **"Fee"** means any amount payable by a Member or non-Member to the Institute in relation to membership or activities of the Institute.
- **"Grade"** means the grade of membership of the Institute.
- **"Level"** means the level of certification of the Institute.
- **"Objects"** means the objects that are defined in the Constitution.
- **"Regulations"** means the Company's Incorporation Regulations, made under the Act, as amended from time to time, and
- **"Rules"** means the rules of the Institute.

3. Membership

3.1. Membership Approval

Under delegation from the Chief Executive Officer, the National Office will review candidates for admission to any of the grades of membership of the Institute (other than Fellow) in accordance with the corresponding membership criteria for the level being sought. The Governance & Ethics Committee (or their sub-committees) reviews and recommends to the Board any upgrades to Fellowship.

3.2. Membership Grades

The Institute is comprised of seven (7) membership grades:

- Student
- Associate (AAIPM)
- Member (MAIPM)
- Fellow (FAIPM)
- Life Fellow (LFAIPM)
- Retired Member.

3.3. Criteria for Membership

The Board, through the Governance & Ethics Committee (or their sub-committees) determines and reviews the criteria for membership.

3.3.1. Student Member

To be eligible for membership of the Institute as a Student Member an applicant must meet the following criteria:

- Demonstrate an interest in Project Management and the affairs of the Institute, or aspires to become a Member of the Institute or enrol in Certification; and

- b) Be a full-time student at an Australian Tertiary Education institution.

3.3.2. Associate Member

To be eligible for membership of the Institute as an Associate Member an applicant must meet at least one (1) of the following criteria:

- a) A minimum of two (2) years of project management experience; or
- b) Attained formal qualifications or certifications that are recognised by AIPM.
- c) A current financial Associate Member may denote themselves as AAIPM.

3.3.3. Member

To be eligible for membership of the Institute as a Member an applicant must meet at least one (1) of the following criteria:

- a) A minimum of five (5) years of project management experience; or
- b) A minimum of three (3) years project management experience and attained formal qualifications or certifications that are recognised by AIPM.
- b) A current financial Member may denote themselves as MAIPM.

3.3.4. Fellow

Admission as Fellow of the Australian Institute of Project Management is by application or invitation only. Applications for admission as a Fellow must be forwarded to the National Office Membership Team for review and recommendation to the Board.

Entry into the grade of Fellow may be by Standard Method or by Special Invitation as set out below:

- a) Standard Method: applicants for admission into the grade of Fellow may be admitted by the Board if the National Office Membership Team is satisfied that they:
 - i. Have at least 15 years of experience as a Project Professional, Project Manager, Program Manager, Portfolio Manager or in a Project Governance or Sponsor role (or equivalent); OR
 - ii. Have held the AIPM RegPM certification level of CPPM (or above) for at least 6 years;
 - iii. Have made a distinguished contribution to project management in Australia or elsewhere; OR
 - iv. Outstanding achievement in project management throughout his or her career.
 - v. Hold the membership level of Member in the Institute.

Applicants must also:

- i. Have a written reference from at least one (1) current financial Member of the Institute; and

- ii. Have a written reference from at least one (1) colleague that can vouch for your years of experience and provide background on your character and commitment to the profession of Project Management and has known you for at least 5 years.
- b) Special Invitation: the Board may at any time, by resolution, invite a person to become and admit such a person as, a Fellow on the grounds of expertise, experience or standing irrespective of that person having otherwise fulfilled the requirements for admission into the grade of Fellow set out in the Rules.

A current financial Fellow may denote themselves as FAIPM.

3.3.5. Life Fellow

The Board may appoint as a Life Fellow of the Institute any person who:

- a) has been eminent in the field of project management; and
- b) has made an important contribution to the profession of project management or materially advanced the profession of project management; and
- c) has provided distinguished service to the Institute.

The grade of Life Fellow attracts complimentary membership and will retain full voting rights. A Life Fellow is also eligible to nominate for any office bearer position as part of an electoral process.

A Life Fellow may denote themselves as LFAIPM in perpetuity unless they are removed from the Register of members.

3.3.6. Honorary Fellow

- a) The Board may at any time, by resolution, invite a person to become and admit such a person as, an Honorary Fellow on the grounds of outstanding leadership contribution over a number of years, beyond that which might reasonably be expected irrespective of that person having otherwise fulfilled the requirements for admission into the grade of any other Fellow set out in the Rules.
- b) The grade of Honorary Fellow does not attract any rights and privileges otherwise open to paying members of the Institute.
- c) An Honorary Fellow may denote themselves as HFAIPM.

3.3.7. Retired Member

- a) The Institute may offer the grade of Retired Member to any member who has been a member in any grade of the Institute for at least five (5) years and who, having reached the age of 55, has relinquished paid work in project management including any consulting work.
- b) The annual subscription fee for membership in the grade of Retired Member will be 50% of the normal subscription fee.
- c) Members admitted to the grade of Retired Member will retain all rights and privileges.

3.4. Method of Admission

3.4.1. Definition:

Form: means the form for admission, renewal or upgrade as a member of the Institute (as the case may be) from time to time, including in electronic form.

- a) Persons seeking membership of the Institute in any grade of membership must complete the Institute's Form.
- b) Membership is for a period of 12 months commencing on the date the person's application for admission is determined and accepted and payment received, and lapses if not renewed. Renewal of membership is subject to:
 - i. the Member completing and signing or electronically acknowledging the Institute's Form within the time (if any) determined by the Directors;
 - ii. the payment of any fee determined by the Directors; and
 - iii. fulfilment of any applicable Mandatory CPD Requirements for those members that are certified.

All persons making application to become a member of the Institute agree to abide by AIPM's Privacy Policy, Code of Ethics and Professional Conduct and any other AIPM policies approved by the AIPM Board from time to time, regardless of their membership category.

3.4.2. Membership application determination

Having regard to the criteria set out in these Rules and the Form, a Membership administrator must confirm the acceptance or rejection of an application for membership or for renewal or upgrade of membership of the Institute within 60 days of receipt of the relevant application.

3.5. Certificate of Membership

- 3.5.1. Upon admission to membership or upon change of Membership Grades, a Member that is not a Student, shall be issued with a membership certificate.
- 3.5.2. Membership certificates shall be executed in the form prescribed by Directors.

3.6. Membership Fees

- 3.6.1. The Directors shall prescribe from time to time:
 - a) the membership fees;
 - b) any other fees or charges payable by a Member for admission to membership, change in Membership Grade, and
 - c) any other service provided by AIPM.

- 3.6.2. The Directors may from time to time allow a reduction of membership fees in recognition of a Member's:
- a) Retirement;
 - b) Overseas Member; or
 - c) Circumstances of hardship.
- 3.6.3. Life Fellows and Honorary Fellows shall not be required to pay annual membership fees.
- 3.6.4. All membership fees are for one year in advance and are non-refundable.

3.7. Arrears

- 3.7.1. If a membership fee or any other fee payable by a Member has not been paid by the due date it shall be deemed to be in arrears.
- 3.7.2. AIPM shall give notice to the Member that payment is required in a prescribed manner and period as determined by AIPM management.
- 3.7.3. After 3 months that member will be considered as lapsed and shall not be entitled to any of the rights, benefits or privileges of membership and will not be a Financial Member of the company until all the fees are paid.
- 3.7.4. A Member who has lapsed will need to reapply for membership in accordance with rule 3.4.
- 3.7.5. The Directors may, on such conditions as it determines, reinstate the name of any person removed from the Register.

3.8. Duties of Members

- 3.8.1. Every person admitted as a Member of the organisation shall abide by and be bound by the AIPM Constitution, the Rules and other governance requirements made in accordance with the Constitution and the Institute's Code of Ethics and Professional Conduct.
- 3.8.2. Every Member shall make every endeavour to further the objects, interests and influence of the organisation to the best of their ability and abide by the Code of Ethics and Professional Conduct.
- 3.8.3. Non-conformance with the AIPM Constitution, these Rules and other governance requirements made in accordance with the Constitution and the organisation's Code of Ethics and Professional Conduct may expose a Member to disciplinary actions per Rule 7.

3.9. Rights of Members

- 3.9.1. The rights of membership shall be personal and shall not be transferable or transmittable by any act or by operation of law and all rights and privileges shall cease immediately upon the removal of a Member's name from the Register.
- 3.9.2. Without limiting any other rights conferred on Students, Members, Fellows and Life Fellows, a Financial Member with the Institute shall have the right to:
 - a) Vote in any election in accordance with the Constitution;
 - b) Be given notice of, attend and vote at any general meeting of the Institute;
 - c) Be given all notices issued to Members generally; and
 - d) Receive all services and regular publications of the Institute as determined from time to time by the Directors.
 - e) Such privileges as may be revised from time to time by the Directors.
- 3.9.3. Without limiting any other rights conferred in 3.9.2, Associate, Member, Fellow and Life Fellow grades who are Financial Members shall have the additional right to:
 - a) Be nominated for and elected to any Elected Position within the Institute.

4. Certification

4.1. Certification Committee

On behalf of the Board, the role of the Professional Advancement Policy Committee is to agree and prescribe:

- a) The criteria and process to apply for member certification; and
- b) The requirement and assessment process to review candidates for admission to any of the levels of certification of the Institute.

The Professional Advancement Policy Committee performs the function of the Certification Committee.

Certification levels and their criteria may be changed by the Institute's Board from time to time.

4.2. Certification Levels

The Institute currently supports five (5) certification levels, namely:

- a) Certified Practising Project Practitioner (CPPP);
- b) Certified Practising Project Manager (CPPM);
- c) Certified Practising Senior Project Manager (CPSPM);
- d) Certified Practising Project Director (CPPD); and
- e) Certified Practising Portfolio Executive (CPPE).

4.3. Criteria for Certification

4.3.1. Certified Practising Project Practitioner (CPPP)

To be certified as a Certified Practising Project Practitioner an applicant must meet the following criteria:

- a) Be an existing member of the Institute at Associate or higher level;
- b) Have a working knowledge about project management theory as detailed in the competency standards;
- c) Have contributed to the management of projects;
- d) Be involved in planning, monitoring and controlling across the relevant elements of project management;
- e) Have assisted in the development of other parts of project plans;
- f) Have contributed to project monitoring and control activities;
- g) Provide documentary evidence of this contribution; and
- h) Pay any fee determined by the Board.

A current financial Member who has completed certification at this level may use the title and post nominals Certified Practising Project Practitioner (CPPP).

4.3.2. Certified Practising Project Manager (CPPM)

To be certified as a Certified Practising Project Manager an applicant must meet the following criteria:

- a) Be an existing member of the Institute at Member or higher level;
- b) Have a comprehensive understanding of the theory of project management;
- c) Be responsible for the management of at least two projects throughout the lifecycle of a project during the last four years;
- d) Provide documentary evidence of this work; and

- e) Pay any fee determined by the Board.

A current financial Member who has completed certification at this level may use the title and post nominals Certified Practising Project Manager (CPPM).

4.3.3. Certified Practising Senior Project Manager (CPSPM)

To be certified as Certified Practising Senior Project Manager an applicant must meet the following criteria:

- a) Be an existing member of the Institute at Member or higher level and achieved the Certified Practising Project Manager level of certification;
- b) Have a thorough understanding of the theory of project management;
- c) Be responsible for the management of at least two complex projects throughout the lifecycle of a project during the last four years;
- d) Have mentored/directed project managers within your organisation;
- e) Provide documentary evidence of this work; and
- f) Pay any fee determined by the Board.

A current financial Member who has completed certification at this level may use the title and post nominals Certified Practising Senior Project Manager (CPSPM).

4.3.4. Certified Practising Portfolio Director (CPPD)

To be certified as Certified Practising Portfolio Director an applicant must meet the following criteria:

- a) Be an existing member of the Institute at Member or higher level;
- b) Have a comprehensive understanding of the theory of program management and or project direction;
- c) Be responsible for the management of at least two programs consisting of multiple subordinate projects during the last four years;
- d) Provide direction to subordinate project managers across their project and program lifecycles;
- e) Provide documentary evidence of this work; and
- f) Pay any fee determined by the Board.

A current financial Member who has completed certification at this level may use the title and post nominals Certified Practising Project Director (CPPD).

4.3.5. Certified Practising Portfolio Executive (CPPE)

To be certified as Certified Practising Project Executive an applicant must meet the following criteria:

- a) Be an existing member of the Institute at Member or higher level;

- b) Have a comprehensive understanding of the theory behind program portfolio management;
- c) Be responsible for the management of a portfolio of projects relating to the achievement of your organisation's strategic objectives during the last four years;
- d) Have authority for the establishment of the programs within your portfolio;
- e) Provide written guidance/direction on how programs and projects should be governed within your portfolio;
- f) Provide documentary evidence of this work; and
- g) Pay any fee determined by the Board.

A current financial Member who has completed certification at this level may use the title and post nominals Certified Practising Portfolio Executive (CPPE).

4.4. Recertification and Continuing Professional Development

4.4.1. Continuing Professional Development

Continuous Professional Development (CPD) is the process by which certified members maintain the quality and relevance of their skills throughout their working life. Following the initial certification assessment, all certified members are required to demonstrate continuous professional development (CPD) every three (3) years to be able to recertify.

Certified members must accumulate seventy (70) CPD points over this time period of three (3) years in accordance with the CPD table provided from time to time.

4.4.2. Continuing Professional Development Definitions

- **“Recertification Date”** means the date three (3) years from the approval date of a member's last certification.
- **“Compliance Audit”** means an audit conducted by the Institute before the end of the relevant Recertification Date to determine whether a member, has fulfilled the Mandatory CPD.
- **“CPD”** means Continuing Professional Development.
- **“CPD Activities”** means those events, conferences, briefings programs or activities prescribed by the CPD Guidelines.
- **“CPD Guidelines”** means the guidelines relating to CPD published by the Institute from time to time.
- **“CPD Make Good Requirement”** means, in respect of a member, obtaining sufficient CPD points to address the deficiency in their Mandatory CPD Requirement for the period ending on the last date of their certification period prior to that point in time, together with obtaining such additional CPD Units to meet the Mandatory CPD Requirement for the relevant certification levels to permit the member to obtain renewal in that level.
- **“CPD Points”** means the number of points ascribed to a particular CPD Activity by the CPD Guidelines.
- **“Mandatory CPD Requirement”** means the minimum number of CPD points to be completed to continue to hold a certification level prescribed by the CPD Guidelines.

- **“Random Audit”** means an audit conducted under Rule 4.4.6.
- **“Recertification Form”** means the online form that certified members complete to recertify.

4.4.3. Continuing Professional Development Requirement

- a) Subject to Rule 4.5.1 each certified member of the Institute must fulfil the mandatory CPD requirement as a prerequisite to the renewal of their certification at their existing certification level.
- b) A member may fulfil their mandatory CPD requirement by obtaining the requisite number of CPD points from any combination of CPD activities as described in the CPD table.
- c) Each member required to fulfil the mandatory CPD requirement is:
 - i. Responsible for keeping their records up to date on the Institute’s database evidencing their compliance with the mandatory CPD requirement; and
 - ii. required to indicate at the time of the renewal of their certification that they have fulfilled the mandatory CPD requirement prior to the Recertification Date for the purpose of the renewal of their certification at their existing certification level.

4.4.4. Recertification into existing certification level

Subject to Rule 4.4.5, and the fulfilment of any other requirement for recertification (including the payment of any re-certification fee), if at the time of the Recertification Date a member indicates (in the manner set out in the CPD Guidelines) that they have complied with the mandatory CPD requirement, their certification will be automatically renewed at their existing certification level.

4.4.5. Failure to Fulfil the Mandatory CPD Requirement

Subject to Rule 4.5.1, if at the time of the Recertification Date a member indicates that they have not fulfilled the mandatory CPD requirement, then the member will be ineligible to renew their certification into their existing certification level.

4.4.6. Random Audit

- a) The Institute may undertake a Random Audit to determine whether a member has fulfilled the mandatory CPD requirement.
- b) Any random audit will be conducted according to the procedure set out in the CPD Guidelines.
- c) If, following a random audit, a member is found not to have fulfilled the mandatory CPD requirement, the member is ineligible to renew their certification.

4.4.7. Period of Grace

- a) For the purposes of a member wishing to recertify, if on their Recertification Form, a member indicates that they have not fulfilled the Mandatory CPD Requirement; or
- b) following a Random Audit, a member is found not to have fulfilled the Mandatory CPD Requirement, then:

- c) “a period of grace” of no more than three months may apply during which the member’s Recertification Date at their existing certification level may be extended and may have the opportunity to accrue additional CPD Units to address the shortfall; and/or
- d) a Compliance Audit may be performed; then
- e) the period of grace referred to above will continue until the Compliance Audit is completed.
- f) If as a result of the Compliance Audit referred to in Rule 4.4.7(a) the member is found to have:
 - i. fulfilled the CPD Make Good Requirement, then they will be deemed to have been recertified at their existing certification level at the relevant date;
 - ii. not fulfilled the CPD Make Good Requirement, then the member will be ineligible to recertify at their existing certification level.
- g) Each member is entitled to only one period of grace under Rule 4.4.7(a) during their membership of the Institute.

4.4.8. Certification Period

The mandatory CPD requirement will be assessed in the third consecutive year of that member’s approval date as a certified member.

4.4.9. Discretion of the Board

- a) Administration of the mandatory CPD requirement remains wholly at the discretion of the Board or its delegate.
- b) The Board of Directors or its delegate may, at any time, waive (in whole or in part) the mandatory CPD requirement that would otherwise apply to a member seeking either admission into or renewal into a certification level.
- c) Any person to whom the Board delegates the Board’s discretion under Rule 4.4.9 (a), must report regularly to the Certification Committee of any waiving (in whole or part) of the mandatory CPD requirement in respect of a member.

4.5. Lapses of Membership and Certification

- 4.5.1. A person whose membership has lapsed for more than three (3) months after their renewal date may re-apply for re-instatement of membership and certification of the Institute and in that circumstance the person:
 - a) must satisfy the membership criteria set out in Rule 3.3 for the grade of membership they wish to apply for;
 - b) must pay any application or recertification fees applicable; but
 - c) will have no mandatory CPD requirement until their next recertification date and will be subject to an automatic Compliance Audit unless the Board otherwise determines.

- d) If a person's membership lapses for three (3) months or less and is subsequently reinstated, then their Membership Grade and Certification Level continue as if no such lapse occurred.

5. Chapter Councils

5.1. Chapter Council Role

- 5.1.1. The role of Chapter Councils shall be specified by the Board in a Charter which will be determined from time to time.
- 5.1.2. Chapter Council may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit subject to the Charter determined by the Board.

5.2. Composition

- 5.2.1. A Chapter Council shall consist of at least five (5) but not more than twelve (12) members as determined from time to time by the Board.
- 5.2.2. Chapter Councillors will be appointed by election, following the process described in Rule 5.6.
- 5.2.3. The Chapter Council shall elect a President and Vice President who shall serve for a term of up to three (3) years at the discretion of the Council or the Board.

5.3. Fees to Members of Chapter Council

- 5.3.1. Without the consent of the Board, the Chairman or the Chief Executive Officer of the Institute, the Institute must not pay to any member of a Chapter Council, or any Associated Entity of that member, any fees or any payment or consideration (whether in cash or in kind) for services rendered by that member or Associated Entity to, or for the benefit of, the Institute or the Members of the Institute.
- 5.3.2. Reasonable remuneration in the ordinary course of business in consideration for services rendered or goods supplied by a body corporate or a partnership, where a member of a Chapter Council is an officer of that body corporate or a partner of that partnership, is permitted with the prior written consent of the Board, the Chair, or the Chief Executive Officer of the Institute.
- 5.3.3. For the purposes of this Rule "Associated Entity" has the meaning given in section 50AAA of the Corporations Act, 2001 (Cth).

5.4. Minutes of Chapter Council and of General Meetings

- 5.4.1. Minutes of the proceedings of Chapter Councils shall be recorded by the Member Relations Officer or other delegated person and entered in books kept for that purpose and those minutes shall be signed by the Chair of that meeting or by the Chair of the next succeeding such meeting. Where minutes have been so entered and signed the minutes shall be prima facie proof of the proceedings of the meeting.
- 5.4.2. Each Chapter Council shall cause copies of the minutes of its meetings and general business to be supplied to the Institute's National Office, the Chief Executive Officer and the Chair of the Congress within twenty-one (21) days of the approval of the minutes.
- 5.4.3. The books containing the minutes of proceedings of any Meeting shall be open to the inspection of any member without charge at such times and places as the Chapter Council may permit.

5.5. Retirement of Chapter Council Members

- 5.5.1. In respect of each Chapter Council, by no later than 31 December in each calendar year ("Retirement Date"), one third of the elected members of the relevant Chapter Council shall retire from office ("Retiring Members"). If this number is not a multiple of three (3), then the nearest integer number of members, rounded down, shall retire from office.

The number of Retiring Members shall be calculated on the basis of the aggregate number of members of the Chapter Council elected pursuant to Rule 5.6. Subject to Rule 5.5.2, the Retiring Members may be eligible to stand for re-election immediately upon retirement.

- 5.5.2. The Retiring Members are to be determined as follows:
 - a) first, each Retiring Member who wishes voluntarily to retire;
 - b) second, each Retiring Member who has been appointed to fill a casual vacancy in accordance with Rule 5.8.1 must retire but, subject to Rule 5.5.3(b), may stand for re-election immediately upon retirement;
 - c) third, each Retiring Member who has served the maximum of two terms pursuant to Rule 5.5.3(b), must retire;
 - d) fourth, each Retiring Member who has served a full three year term pursuant to Rule 5.5.3(a), must retire, but, subject to Rule 5.5.3(b), may stand for re-election immediately upon retirement; and
 - e) if required, fifth, each Retiring Member who has been longest in office since their last election must retire, until the minimum number of Retiring Members required by Rule 5.5.1 has been reached.

In relation to Rule 5.5.2(e), as between persons who became members of the Chapter Council on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.

Where the total number of members who have been appointed to fill a casual vacancy in accordance with Rule 5.8.1, plus those who have served a full three year term pursuant to Rule 5.5.3(a) and those who have served the maximum of three terms pursuant to Rule 5.5.3(b) equals, or exceeds the minimum number of Retiring Members, each of those members must retire (and subject to Rule 5.5.3(b), may stand for re-election immediately upon retirement) but no additional members will be required to retire.

- 5.5.3. A member of a Chapter Council is eligible to serve as a Councillor:
- a) for a term of three (3) years in duration; and
 - b) for a maximum of two (2) consecutive terms. A third term is permitted, but following a passing of 3 years before the person takes on one final term of three (3) years.
- 5.5.4. In the case of a person appointed as a Councillor under Rule 5.8.1 to fill a vacancy, the period between the appointment of that person as a Councillor and the first meeting of the Chapter Council after Retirement Date will not be counted as a Term or part of a Term and will not be included in determining whether the Councillor has served as a Councillor for two (2) consecutive terms for the purposes of Rule 5.5.3(b).

5.6. Annual Election of a Chapter Council

- 5.6.1. Each Chapter Council shall hold an election for the positions of the retiring members of the Chapter Council between November 1 and December 31 (or such later date approved by resolution of the Board) in each year.
- 5.6.2. Each Chapter Council will send notices to members of that Chapter calling for nominations from such members to fill the vacancies caused by the retirement of the retiring members of the relevant Chapter Council at least fourteen (14) days before the closing date for such nominations. Such notices may be sent by post, or to an electronic address.
- 5.6.3. The notices will specify the number of vacancies to be filled on the relevant Chapter Council, the proposed date of the election, to be at least twenty-one (21) days after the closing date for nominations, and such other information considered appropriate by the Chapter Council.
- 5.6.4. The election of members of the Chapter Council shall take place in the following manner:
- a) Any two (2) members who are either Associate Members, Members, Fellows or Life Fellows of the Institute shall be at liberty to nominate any other member (not being a Student) to serve as a member of a Chapter Council provided that no member may participate in the nomination of more than two (2) members to serve as a member of the relevant Chapter Council at any one election.
 - b) Nominations, which shall be in writing and signed by the member and their two (2) nominators shall be lodged with the Returning Officer at least twenty-one (21) days before the date on which the election is to take place.
 - c) If the number of candidates is equal to or less than the number of vacancies to be filled, such candidates shall be the new members of the Chapter Council with effect from 1 January in the following year (or such later date approved by resolution of the Board) and

the Chapter Council shall notify all members of the relevant Chapter that no ballot is to be conducted.

- d) If the number of candidates nominated is less than the number of vacancies to be filled, the Chapter Council, upon such candidates coming into office, may fill the remaining vacancy or vacancies pursuant to clause 5.8.1.
- e) If the number of candidates exceeds the number of vacancies to be filled, a secret ballot will be conducted. The ballot may be conducted by post or by electronic means (such as email or online), or by any combination of these means, or any other means approved by the Chapter Council, however it must be conducted by such means, or combination of means, as to enable each member to participate.
 - i. If the means of conducting the ballot include conducting the ballot by post, hard copy ballot papers must be prepared.
 - ii. If the means of conducting the ballot include conducting the ballot by electronic means, electronic ballot papers must be prepared.
- f) The method of election of candidates in a ballot will be such that each member of a Chapter will have as many votes as there are vacancies to be filled on the relevant Chapter Council. A member may give one vote to each of as many candidates as the member wishes, not exceeding the number of vacancies to be filled.
- g) If necessary, electronic and/or hard copy ballot papers shall be prepared (in accordance with the means of ballot selected under Rule 5.6.4(e),) containing the names of the candidates and their brief details, and specifying the election date.
 - i. Candidate names must be listed in the ballot paper either in alphabetical order, or in order by lot, at the discretion of the Returning Officer.
 - ii. The Chapter Council may include with the ballot papers a statement recommending the re-appointment of one or more sitting Councillors, based on an assessment of their contribution or skills. The Chapter Council may only make such a recommendation in respect of a Councillor who has been nominated in accordance with this Rule, and who is eligible for re-election in accordance with Rule 5.5.3(b).
- h) A list of candidates' names in alphabetical, or lot, order showing the respective nominators' names, a return envelope, and ballot papers shall be sent by post and/or a list of candidates' names in alphabetical, or lot, order showing the respective nominators' names, and ballot papers shall be sent or made available by electronic means, depending on the means of ballot which has been selected under Rule 5.6.4(e), by the Chapter Council to all members of the Chapter as recorded in the register of members no later than fourteen (14) days before the date of the election.
 - i. To be valid, a ballot paper must be delivered by a member by post, to an electronic address, or provided online and the availability of the ballot paper notified to an electronic address, or otherwise delivered by any other means approved by the Chapter Council, depending on the means of conducting the ballot which has been selected under Rule 5.6.4(e). Ballot papers, whether

delivered in hard copy or by electronically, must be received by the Chapter Council no later than 5pm on the date one (1) day prior to the election date. The ballot papers must contain a statement to that effect.

- ii. The date on which the ballot papers are sent constitutes the start of the Voting Period.
 - iii. The Voting Period will last for 14 days, or such longer period as the Chapter Council determines, provided the period does not exceed 21 days and the election date occurs between November 1 and December 31 (or such later date approved by resolution of the Board) each year.
- i) With input from the National Office, the Chapter Council may appoint one (1) Returning Officer to open and count the ballot.
 - j) Opening and counting of the ballot will be carried out at the National Office on the election date or some other place or later date determined by the Returning Officer. The election process may be delegated to an appropriate third party specialising in such elections.
 - k) The Returning Officer shall decide the admissibility of ballot papers.
 - l) The Returning Officer shall discard any ballot paper received by post if it is received in any envelope other than the return envelope supplied by the Chapter Council or if it is contained in an envelope with another ballot paper or is marked with more than the correct number of votes.
 - i. The Returning Officer shall discard any ballot paper received electronically unless it has been lodged in accordance with any applicable administrative protocols for online or electronic lodgement for that election.
 - ii. An otherwise properly marked ballot paper containing less than the correct number of votes will be admitted and the votes marked or selected electronically (as the case may be) on the ballot paper will be distributed as valid votes.
 - iii. A candidate for election shall have the right to appoint a scrutineer who may attend the opening and counting of the ballot, inspect the ballot papers and count such forms or documents used and issued by the Returning Officer and to recount the ballot if such scrutineer for a candidate is dissatisfied with the duties performed by the Returning Officer.
 - m) The outcome of the ballot will be determined by the Returning Officer, on the basis that the candidate who receives the greatest number of votes will be appointed to fill the first vacancy; the candidate with the second highest number of votes will be appointed to fill the second vacancy, and so on, until all vacancies have been filled. The successful candidates shall be the new members of the Chapter Council with effect from 1 January in the following year (or such later date approved by resolution of the Board).
 - n) At the conclusion of the opening and counting of the ballot, the Returning Officer will, subject to paragraph (m), issue a report setting out the results of the ballot. Any dispute between a scrutineer appointed by a candidate and the Returning Officer will be conclusively resolved by the Board.

- o) The newly appointed Chapter Council must notify members of the outcome of the election by publishing the results online [on the AIPM website] within 14 days after the election date.
 - i. If, for any reason, the outcome of the election has not been finalised within 14 days after the election date the Returning Officer must notify members by publishing a statements to that effect online [on the AIPM website].
 - ii. If two (2) or more candidates receive the same number of votes, and as a result there are more eligible candidates than remaining Councillor positions to be filled, the Returning Officer must determine by lot which of those candidates will be appointed to the Chapter Council.
- p) The Returning Officer may decide on all matters in relation to the election not provided for in the Rules.

5.7. Electronic Communication

- 5.7.1. If the Chapter Council holds a nominated electronic address for a member who has not indicated that they do not wish to receive communications electronically, that member is deemed to have requested that all communications, including those required to be sent under these Rules be sent to the member electronically.
- 5.7.2. A notice or other transmission sent by electronic means is taken to be given on the Business Day it is sent, provided that the sender's transmission report shows that the whole notice or transmission was sent to the correct electronic address.
- 5.7.3. A member may provide a new electronic address for receipt of such information or amend their preference to receive such information electronically at any time. Where a member notifies the Chapter Council of a change in electronic address, or a change in preference to receive such information electronically, during the Voting Period, service of the ballot papers to the old electronic address constitutes valid service.

The Chapter Council will to the extent reasonably practicable also send the ballot papers to the new electronic or postal address provided by the member.
- 5.7.4. Procedural irregularities, such as the provision by a member to the Chapter Council of an inaccurate electronic address or failure by a member to submit an electronic vote due to human error or technological failure, will not invalidate the election process.

5.8. Appointment of Chapter Council Members by the Chapter Council

- 5.8.1. A Chapter Council shall have the power on a six monthly basis, to recommend to the Governance and Ethics Committee the appointment of any member of the Chapter to the Chapter Council, to fill a casual vacancy, but so that:
 - a) The total number of office-bearers or other members of the Chapter Council shall not at any time exceed the number provided for in Rule 5.2.1.
 - b) Any office-bearer or other member of the Chapter Council so appointed shall hold office only from the date of their appointment until the next Retirement Date.

5.9. Election Process for Chapter President and Chapter Vice President

5.9.1. Context

Per the AIPM Constitution October 2015, Councillors shall elect a Chapter President and Vice President [Clause 59.1].

Those that nominate for these roles must have served on the Chapter Council for at least a year [Clause 59.2].

The Chapter President and Vice President will represent the Chapter at Congress [Clause 61.1].

If the position of a Chapter President or Vice-President becomes vacant the electing Chapter Council must elect a replacement [Clause 63.4]. Note that the President or Vice President only holds the position until the end of the current term of that position [Clause 63.5].

5.9.2. Reasons for Elections

Some of the reasons why an election for President [or Vice President], would be necessary include:

- a) Voluntary resignation due to ill health or family/work commitments;
- b) Vote of no-confidence where the Chapter Councillors agree by majority that there is a need to remove an underperforming office bearer and appoint a new;
- c) They become a Congress Elected Director;
- d) They complete the maximum eligible terms in office; or
- e) They stop being a member of the Institute.

5.9.3. Process

Although, Head Office has, in the past, been requested to run the election of Chapter President or Vice President, the norm is for the Chapter Council to solely run the process.

The process is outlined below:

- a) An announcement is made at the Chapter Council that the role of Chapter President [or Vice President] has become vacant. Optional and preferred it is noted as an agenda item for the upcoming meeting allowing all Councillors the notice of the election.
- b) The Chapter President stands aside from Chairing the meeting [if he/she is standing for election] and passes to a Councillor [presiding Councillor]. The Councillor requests nominations from around the table.
- c) If there is one nomination, the Councillor chairing request any reasons from the floor not to appoint the nominee. If no-one provides a material reason, the nominee is elected.
- d) If there are multiple nominations these are noted. Optional and preferred, the nominees are given a chance to present a short statement as to why they should be elected. Things they may want to speak to include:

A reflection on achievements:

- i. Key achievements, in their time of Chapter Council.
- ii. Active support for the AIPM strategy 2020 and how they led its implementation within their sphere of influence.
- iii. Active participation and attendance at key meetings, events and other forums.
- iv. Successful dealings with key stakeholders within their State or Territory.

A Future Vision:

- v. What is their vision for the Chapter?
 - vi. What is their vision for the profession of project management?
 - vii. What is their vision for AIPM?
- f) The nominees are asked to leave the meeting and sit outside for the election.
 - g) The election is by show of hands in favour of each nominee, with each eligible Councillor having only a single vote. Optional and preferred, a ballot paper i.e. a blank sheet of paper signed by the presiding Councillor [to evidence its authenticity], be handed around and each Councillor is asked to vote for one of the nominees.
 - h) The ballot papers are collected by the presiding Councillor and verified by the Member Relations Officer [Chapter Secretary].
 - i) The presiding Councillor counts the votes and the count is verified by the Member Relations Officer [Chapter Secretary]. The nominee with the greatest number of votes is the new President [Vice President]. Optional and preferred the count should be undertaken in private, not at the Chapter Council meeting table, with the outcome tally not to be revealed.
 - j) Note the presiding Councillor is entitled to vote himself or herself.
 - k) In the unlikely event of a tie, the process from 5 – 9 is repeated.
 - l) In the very unlikely event of yet another tie, the nominees are invited back, and the parties will through lot [two pieces of paper in a container with one marked being selected by a nominee and the one picking the marked paper being the successful candidate].
 - m) The results of the election are formally announced to the Chapter Council, in the presence of the new office-bearer.

5.9.4. Reporting

Once the results of the election are announced the following reporting of the outcome needs to occur, which should be left to the Member Relations Officer [Chapter Secretary]:

- a) The Chair of the Governance and Ethics Committee;
- b) The Deputy Chair of the AIPM Board [Chair of Congress]; and
- c) The Chief Executive Officer.

They will ensure that appropriate paper work is sent to the successful candidates and members of the Chapter and the Institute are notified and records updated on the Institute's website.

5.10. Validity of Councillor Actions

If it is found that a person who has acted as a President, Vice President or Councillor was not properly elected or appointed, the validity of the acts taken by that person as a Council member, and the decisions of meetings of the Council held, in which that person has participated, are not affected where those decisions were taken and those meetings were held prior to the date on which it was found that the person was not properly elected or appointed.

5.11. Chapter Council Ambassadors

One Chapter Ambassador may be appointed to each Chapter Council. These important appointments will take on the role of trusted advisor to the council.

In the interests of succession planning, balancing skills, knowledge and team composition (increasing the diversity of the Board) to be a truer representation of the project management community at large, this role will provide stable leadership and be able to offering the rich history of the Institute as the teams diversify and regenerate.

The Chapter Council Ambassador will be selected and appointed by the Board. The role will not have voting rights and will be a Fellow or Life Fellow of the Institute.

5.12. Chapter Council Review

A review of Chapter Councils including Chapter Presidents and Vice Presidents will be conducted annually under the sponsorship and guidance of the Governance and Ethics Committee.

As AIPM strives to give the best possible service locally, this information is imperative for the Institute's growth and sustainability. One aspect will include annual councillor surveys seeking feedback with regards to their Chapter President and Vice President's leadership, commitment and communication skills primarily. This information will inform the National Office and Board as to the leadership abilities and qualities of these critical roles, which will in turn aid in the planning of team composition, support, mentoring and succession planning.

6. Criteria for Generally Elected Director

Preferred criteria for members eligible to nominate for the Generally Elected Director role are below. Desirable criteria will remain fluid, it will be advised in the election papers and communications upon annual distribution. This approach will support skills gaps, specialist requirements and balance the team composition of the current serving Board.

The Board has the power to decline nominations, including those received that do not meet the criteria, including word count and the full receipt all nomination requirements and forms on or before the deadline.

A Director may not hold any formal role with their local Chapter or Congress.

Generally Elected Director criteria:

- 6.1 Five (5) or more years of continuous membership of AIPM.
- 6.2 Current RegPM certification or eligible for CPPD, or professional certification with another body.
- 6.3 Board experience as a company director (in addition to any organisation in which you may be a sole trader and/or founder director).
- 6.4 Highly regarded will be your experience on an AIPM Council or Committee, involvement with external advisory groups, and demonstrable experience in and understanding of effective corporate governance.
- 6.5 From a career perspective, you will have a strong understanding of managing portfolios, working in and/or with dynamic corporate environments, and have a particular interest and expertise in product and service delivery.
- 6.6 Active and productive contribution to the profession.

7. Criteria for Congress Elected Director

Preferred criteria for members eligible to nominate for the Congress Elected Director role are below. Desirable criteria will remain fluid, it will be advised in the election papers and communications upon annual distribution. This approach will support skills gaps, specialist requirements and balance the team composition of the current serving Board.

The Board has the power to decline nominations received that do not meet the criteria, including required skills, previous Board experience, and the full receipt all nomination requirements and forms on or before the deadline.

A Director may not hold any formal role with their local Chapter or Congress.

Congress Elected Director criteria:

- 7.1 Be a current Chapter President with at least one year in this capacity, a current Congress Elected Director eligible for a second term, or an immediate past Congress Elected Director.
- 7.2 During your Chapter Presidency, be able to demonstrate:
 - 7.2.1 active implementation of the AIPM strategy.
 - 7.2.2 active strategy for retention and growth of the Chapter's individual and corporate membership base.

- 7.2.3 active participation and attendance at key meetings, Congress and other forums.
 - 7.2.4 Be a current financial member.
 - 7.2.5 Current RegPM certification or eligible for CPPM.
 - 7.2.6 Outline how you have supported and implemented the AIPM Strategy 2020 within your Chapter.
 - 7.2.7 During your Presidency, demonstrate the key successes of your Chapter. For example: membership growth, strategically aligned initiatives.
 - 7.2.8 From a career perspective, you will have a strong understanding of managing portfolios, working in and/or with dynamic corporate environments.
 - 7.2.9— Demonstrated leadership, commitment and communication skills in line with a positive response from the survey on your term as a President.
 - 7.2.10 Must attend an interview lead by a sub-set of the Board.
- 7.3 During your CED tenure, be able to demonstrate:
- 7.3.1 Availability for Board and Committee meetings including input and preparation of reports.
 - 7.3.2 Being active and engaged as a Board representative in the Project Management Community, i.e. AIPM is the voice of Project Management.
 - 7.3.3 Promotion of the values of the Institute including the key areas of Diversity and Inclusion.
 - 7.3.4 Responsibility for key successes of your assigned portfolio or membership of Committees.
 - 7.3.5 Current RegPM certification.
 - 7.3.6 Championing the profession of project management.
 - 7.3.7 Bringing innovative solutions to the table as a Non-Executive Director.

8. Disciplinary Proceedings

8.1. Disciplinary Committees

- 8.1.1. On behalf of the Board, the Institute's disciplinary body, the Governance and Ethics Committee, investigates complaints and disciplinary matters as set out in its Charter, supported by various disciplinary and appeals tribunals.
- 8.1.2. All appointments to any of the disciplinary bodies are subject to confirmation by the Board. The Board can, if it considers it necessary or desirable, appoint people who are not members of the Institute to the disciplinary bodies and where appropriate to Chair the body. However, non-members must not make up more than one third of the membership of any disciplinary body.
- 8.1.3. The Board must make regulations setting out the Charters and procedures to be followed by the disciplinary bodies.
- 8.1.4. The Board can at any time remove members from any of the disciplinary bodies and any other persons appointed to serve on any disciplinary body.
- 8.1.5. Annually the Board must review the membership of the disciplinary bodies and their operation. After carrying out the review, the Board can make such changes to the membership as it deems appropriate.
- 8.1.6. Membership of the disciplinary bodies is convened by the Governance and Ethics Committee under delegation from the Board on a case by case basis. If the complaint is against:
 - A member of a committee of the Board acting in that capacity;
 - A member of the Board acting in that capacity; or
 - The Chief Executive Officer or Company Secretary if they are a member of the Institute,

the matter will be investigated and decided by a one-off Investigation Group appointed by the Governance and Ethics Committee for that purpose and acting in accordance with the relevant governance documentation.

8.2. Board or Council member involved as the subject of a complaint

- 8.2.1. If any member of the Board is the subject of a complaint or disciplinary matter, they are disqualified from participating in the Board's proceedings in connection with anything related to, arising from, or ancillary to the complaint or disciplinary matter.
- 8.2.2. If any member of a Council or committee is the subject of a complaint or disciplinary matter, the Board reserves the right to suspend a Council member from the Council during the investigation and /or tribunal period.
- 8.2.3. This Rule applies to the Chief Executive Officer and Company Secretary if they are members of the Institute or to a Chapter President or Councillor.

8.3. Disciplinary Procedure

- 8.3.1. If it appears that a member may have done any of the things referred to in Rule 8.3.8, the appropriate investigation group will investigate this in the way it considers right and decide whether or not to refer the matter to the appropriate Disciplinary Tribunal.
- 8.3.2. If the investigation group decides to refer a matter to the appropriate disciplinary body, it must provide to the disciplinary body a written report of its investigation, with such supporting evidence as it thinks appropriate.
- 8.3.3. The investigation group must state in its report whether, in its opinion, there are sufficient grounds to bring one or more charges and, if so, what charge or charges the member should answer.
- 8.3.4. If the investigation group decides not to refer a matter to the disciplinary body it must provide to the Chief Executive Officer or Company Secretary, or the appropriate Chapter President as applicable, a written report of the matter.
- 8.3.5. If the investigation group's report states that, in its opinion, there are grounds to bring one or more charges, the Disciplinary Tribunal must arrange to hear the charges and at the same time give the member concerned a copy of the Investigation Group's report.
- 8.3.6. The member, any representative whose name they have given to the Disciplinary Tribunal in writing and, where appropriate, any other party to the complaint can:
 - a) attend and be heard at the hearing;
 - b) cross-examine witnesses; and
 - c) take written representations about any charges.
- 8.3.7. After the hearing, the Disciplinary Tribunal must consider the evidence relating to each charge and decide whether it is satisfied that the charge has been proved.
- 8.3.8. If it is found, by the procedure set out in these Rules and any consistent directions made by Board that a member has:
 - a) become bankrupt or insolvent;
 - b) been convicted of an offence which might bring discredit on the Institute or the profession;
 - c) failed to uphold the Code of Ethics and Professional Conduct;
 - d) misbehaved, by doing something or not doing something, in a way considered to bring the Institute or the profession into disrepute;
 - e) disobeyed any decisions or directions of the Board or delegate, or of one of its Chapter Councils;
 - f) broken any of the Institute's Rules, Charters or protocols;
 - g) failed to comply or co-operate with a disciplinary investigation; or

h) failed to comply with a decision or any conditions made by a disciplinary body, the Disciplinary Tribunal can impose any of the penalties set out in Rule 8.4.

8.3.9 The Disciplinary Tribunal must make its decision in a reasoned written report setting out:

- viii. the details of any charges;
- ix. the finding on each charge;
- x. the penalty or penalties it is imposing for each charge found proved; and
- xi. a ruling on whether its report, or any related matter, should be published, and if so how it should be published.

8.3.10 The Disciplinary Tribunal must give the member concerned a copy of its report and finding together with details of the appeal procedures.

8.3.11 If an appeal notice is not received in accordance with Rule 8.5 the Disciplinary Tribunal's decision will take effect at the end of the period of 28 days from the day after the notice of the Disciplinary Tribunal's decision was sent to the member.

8.4. Penalties

8.4.1. The Disciplinary Tribunal can impose one or more of the following outcomes as part of its decision:

- d) issuing a written reprimand;
- e) removing the member's position of office or chapter council membership;
- f) cancelling the member's certification;
- g) suspending the member for a specified period, and deciding whether the member should continue to be liable to pay their subscription while suspended;
- h) calling for, and accepting, the member's resignation;
- i) expelling the member, and removing their name from the membership register.

8.4.2. A penalty does not affect the member's liability to pay any subscription which is due at the time of the decision or any other money they owe to the Institute at that time.

8.4.3. Subject to the right of appeal in Rule 8.5 a decision of the Disciplinary Tribunal is final and binding on all parties and must be reported to the Board and recorded by the Company Secretary.

8.5. Appeals

8.5.1. A member can appeal to the appropriate Appeal Tribunal against a Disciplinary Tribunal's finding against them by giving notice in writing or by electronic means outlining the grounds for the appeal.

8.5.2. The appeal notice must be given in writing or by electronic means to:

- a) the person who gave the member the notice of the decision;

- b) the appropriate Chapter President; or
 - c) any other person who is authorised to receive it,
- and must be received by that person before the end of the period of 28 days from the day after the notice of the Disciplinary Tribunal's decision was sent to the member.
- 8.5.3. If an appeal notice is received in accordance with Rule 8.5.2, the member must within six (6) weeks from the end of the 28 day period referred to in Rule 8.5.2 submit their written appeal setting out the grounds for the appeal in detail
- 8.5.4. The Appeal Tribunal can refuse to hear an appeal if it considers, in all the circumstances, that the application for an appeal is frivolous or without merit.
- 8.5.5. The Appeal Tribunal will decide whether to hear an appeal by way of a re-hearing or by way of review of the original decision.
- 8.5.6. If the Appeal Tribunal decides to proceed by way of re-hearing, the member lodging the appeal and, where appropriate, the other parties to the original hearing may call and cross-examine witnesses and produce evidence.
- 8.5.7. If the Appeal Tribunal decides to proceed by way of review of the original decision, no party can call witnesses or produce additional evidence unless the Tribunal is satisfied that the witness or the evidence was not available at the time of the original hearing and adequate notice of the intention to call the witness or produce the evidence has been given to the other parties.
- 8.5.8. In either case, the member appealing the decision and any other party to the original hearing can attend the hearing of the appeal, address the Tribunal, either directly or through an authorised representative, and submit written representations.
- 8.5.9. After it has heard an appeal, the Appeal Tribunal must reach a reasoned decision, which must cover:
- a) details of the decision appealed against;
 - b) summary of any additional evidence considered;
 - c) the finding of its re-hearing or review;
 - d) the finding on each charge appealed against;
 - e) whether any penalty should be confirmed, quashed, reduced, increased or otherwise varied; and
 - f) whether, and if so how, the appeal decision, or any related matter, should be published, and if so how it should be published.
- 8.5.10. The Appeal Tribunal must send a copy of its decision to the member and to the appropriate Chapter President and its decision will take effect immediately.
- 8.5.11. The decision of the Appeal Tribunal is final and binding on all parties and must be reported to the Board and recorded by the Secretary.