



Australian Institute of  
**Project Management**

## Chapter Congress Charter

### DOCUMENT CONTROL

Version/ Amendment No	Date	Nature of Version/Amendment
Version 1.0	November 2015	Draft
Version 2.0	December 2015	Chair – Mike King Review circulated to Congress 6 February 2016
Version 3.0	February 2016	Including Congress Comments
Version 4.0	August 2016	Review by Mike King Chapter Congress Chair
Version 5.0	December 2017	Board reviewed and approved

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# CHAPTER CONGRESS CHARTER

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*(Approved by the Board on 6 August 2016.)*

## 1. INTRODUCTION

The purpose of this charter is to document the membership, role and responsibility for Chapter Congress (Congress) of the Australian Institute of Project Management (AIPM) and the relationship between the Congress and the AIPM Board and the Chapter Councils.

## 2. OBJECTIVES

Members of AIPM ratified changes to the AIPM Constitution dated 12 October 2015, endorsing the creation of the Congress. The objectives of the Congress are to assist the Board to:

- (a) Provide direction for local implementation of AIPM national strategy; and
- (b) Ensure alignment of activities across AIPM Chapters.

## 3. DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Congress are to:

### ***3.1 Review the Role of Chapters***

The Congress is to consider the role of chapters and areas where improvements can be made to better:

- (a) Promote the objects of the AIPM and provide representation for members;
- (b) Support, develop and promote the activities of AIPM amongst Members within Chapter regions; and
- (c) Represent the views of the Members to AIPM.

***Clause 55.2 AIPM Constitution***

### ***3.2 Consider the impact of Emerging Issues***

Review and consider the impact of emerging issues affecting the profession, project managers and the environment they operate in and make recommendations to the Board on how to better inform and support members in preparing and addressing these issues.

***Clause 60 AIPM Constitution***

### ***3.3 Review other matters***

Discuss matters referred to the Congress by the AIPM Board or AIPM's Chief Executive Officer.

***Clause 60 AIPM Constitution***

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## 4. ADMINISTRATION

### 4.1 *Membership and attendance at meetings*

- (a) The membership of the Congress shall comprise:
- i) the Deputy Chair of the Board,
  - ii) the Chapter Presidents;
  - iii) the Chapter Vice Presidents; and
  - iv) the immediate past Congress elected Directors.

**Clause 61.1 AIPM Constitution**

A Congress representative ceases to be a Congress member if they become a Congress Elected Director

**Clause 61.4(b) AIPM Constitution**

- (b) The Deputy Chair of the Board shall be the Chair of the Congress meetings
- (c) A quorum is a majority (more than 50%) of Congress members.
- (d) The secretary of the Congress is a person nominated by the Congress Chair.

The Congress may be addressed by the Chair of the Board, the Chief Executive Officer or other parties that the Congress Chair deems necessary to provide appropriate information to the Congress meetings to fulfil its objectives.

### 4.2 *Meetings of the Congress*

- (a) Meetings of the Congress are held up to three (3) times a year and are convened by the Deputy Chair of the Board. Special meetings may be convened as required to fulfil the Congress responsibilities.
- (b) Meetings may be held in person, by telephone or by video conference, or by any combination of these media.
- (c) A person nominated by the Congress Chair, takes action items of the proceedings of all meetings of the Congress.

### 4.3 *Authority*

- (a) The Congress has no executive power over its findings and recommendations.
- (b) The Board authorises the Congress, within the scope of its responsibilities, to:
  - i) obtain any information it requires from any employee or external party, through the Chair of the Congress; and
  - ii) ensure the attendance of external parties with relevant experience and expertise.

### 4.4 *Reporting*

The Chair of the Congress reports to the Board after each meeting of Congress. The report should cover the findings, recommendations and actions items emanating out of Congress.

The Congress Chair will provide an update of actions and progress of any initiatives undertaken by the AIPM Board following its review of the recommendations emanating from the Chapter Congress meetings.

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## **4.5 Review of charter and composition**

- (a) The Congress is to annually review its composition and charters at the meeting following AIPM's Annual General Meeting and recommend any changes to the Board. The Congress may review its Charter at other times deemed necessary by the Congress or the Board.
- (b) The Board annually reviews the composition of the Congress and ratifies the Congress charter.

## **5. RELATIONSHIPS**

### **5.1 AIPM Board**

The Board may delegate any of their powers by way of delegation authority to a Committee comprising of Directors or other Members of the Institute as they think fit and may authorise the Committee to exercise such powers as the Board specify, provided at least one Director is a member of the Committee.

#### **Clause 48.1 AIPM Constitution**

The Board may, at their discretion and without notice, disband, change a Congress or remove a Congress member whenever deemed necessary.

#### **Clause 48.6 AIPM Constitution**

The Congress shall prior to the Annual General Meeting of AIPM elect up to two (2) Congress Members to become Directors of AIPM - **Chapter Congress Elected Directors**

#### **Clause 62.2 AIPM Constitution**

### **5.2 Chapter Council**

Each Council elects a Chapter President and Vice President who may serve up to four (4) terms of office, but no more than two (2) consecutive terms at a time. A term of office is three (3) years. The Chapter President and Vice President will represent the Chapter at Congress meetings during their terms of office.

#### **Clause 59 AIPM Constitution**