

Rules of the Australian Institute of Travel & Tourism Inc.
This printing includes resolutions passed at Annual General Meeting 06 October, 2001

The Australian Institute of Travel & Tourism Incorporate was registered under the Associations Incorporation Act by the Corporate Affairs Commission in Sydney on 07 November 1988. The registered number is - Y 06471-27.

**The Registered Office [and the Federal Office]
GPO Box 2297U, Melbourne, Victoria 3001. tel: 03 9419 4399 fax: 03 9417 1168**

STATEMENT OF OBJECTS

1. *To represent the interests of members in all matters relating to the Travel & Tourism Industry.*
2. *To provide networking opportunities for members.*
3. *To enhance education and training opportunities for members in order to promote their career development.*
4. *To assist in developing training programs in the Travel & Tourism Industry.*
5. *To provide a forum in which issues concerning the Travel & Tourism Industry can be discussed and debated.*
6. *To access and distribute relevant information to members concerning the Travel & Tourism Industry.*
7. *To develop and provide a range of Industry policies that reflect the views of members*

PART ONE - INTERPRETATION

- 1.1 In these rules, except in so far as the context on subject matter otherwise indicates or requires: -
- (a) "Ordinary member" means a member of the Federal Council who is not an office-bearer of the Institute as referred to in Rule 3.2
 - (b) "Secretariat" means the person holding office under these rules as Secretary of the Institute, which position incorporates the duties of Secretary/Registrar. The duties of the Secretariat including those required by these Articles, may be carried out by the person [s] delegated by the Federal Council if a Secretary is not appointed pursuant to Rule 3.3.8;
 - (c) "Special General Meeting" means a general Meeting of the association other than annual general Meeting.
 - (d) "The Act" means the Associations Incorporation Act, 1984.
 - (e) "The Regulation" means the Associations Incorporation Regulation, 1985.
- 1.2 In these rules.
- 1.2.1. A reference to a function includes a reference to a power, authority and duty; and
 - 1.2.2 a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- 1.3 The provisions of the Interpretation Act, 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act

PART TWO - MEMBERSHIP

- 2.1 Membership Qualifications
A person, body or organisation is qualified to be a member of the Institute, if, but only, if: -
- 2.1.1 the person is employed in the Travel, Tourism or Hospitality Industries;

Rules of the Australian Institute of Travel & Tourism Inc.
This printing includes resolutions passed at Annual General Meeting 06 October, 2001

Note: Section 15 of the Act provides for those persons who are members of an organization prior to incorporation to, remain members of that organisation after the incorporation of the organisation.

2.1.2. the person has: -

- (i) been nominated for membership of the Institute as provided by rule 2; and
- (ii) been approved for membership of the Institute by the Federal Council of the Institute.

2.2 Nomination for Membership

2.2.1 A nomination of a person for membership of the Institute: -

- (i) shall be made in writing, on the appropriate application form in use at the time, which shall include nomination by the sum payable under these rules as entrance fee and annual subscription; and
- (ii) shall be lodged with the appropriate Chapter of the State of residence or employment; and
- (iii) will have the details of the application vetted and a Membership Category allocated according to Rule 2.2.4 upon approval by a majority vote of the Chapter Committee; and
- (iv) be lodged with the Secretariat of the Institute for final ratification at the next Meeting of the Membership Committee.

Note: Applications for L status are to be approved only at Federal Level

2.2.2 As soon as practicable after receiving a nomination for membership, the Secretariat shall refer the nomination to the Federal Council which shall determine whether to approve or to reject the nomination.

2.2.3 Where the Federal Council determines to approve a nomination for membership, the Secretariat shall, as soon as practicable after that determination, notify the nominee of that approval.

2.2.4 The Secretariat shall enter the nominee's name in the register of members, under the appropriate category, and, upon the name being so entered; the nominee becomes a member of the Institute.

2.2.5 Categories of membership of the Institute and the conditions governing entry to those categories, in addition to the conditions specified in rule 2.2.1. are as follows and are determined by the discretion of the Federal Council: -

- (i) FELLOW; designation FAITT.
The highest grade of membership of the Institute.
Criteria -
 - (a) A member who has been an Associate Fellow of the Institute for a minimum period of 5 years: and

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- (b) A minimum of 2 years involvement at state chapter or Federal Council level as an elected office bearer: and is experienced to continue to render a positive contribution to the Institute: and
- (c) Capacity to demonstrate a high level of professional standing within the tourism and hospitality industry.

Applications for Fellowships may be instigated by the individual concerned, a State Chapter, or a Federal Council member; and must be accompanied by a CV or citation where the application is proposed without the knowledge of the applicant; and 2 supporting references from AITT members. All Fellowships are voted on by the Federal Council with an affirmative vote of 75% being required.

or

For a period of 5 years current members may qualify under the current criteria for the Fellow category of membership i.e.

- (d) Fellowship may be awarded to any person who has been a full member of the Institute for a minimum period of 10 years and who has rendered and is expected to continue to render a positive contribution to the Institute.
- (e) Recommendations to award Fellowships may be originated by either Chapters of Federal Council and may only be approved by an affirmative vote of not less than 75% of Federal Council delegates.

(ii) ASSOCIATE FELLOW (AFAITT)

Criteria –

- (a) Completion of a post-graduate or undergraduate degree/diploma in tourism/hospitality management;
or
- (b) Completion of a post-graduate or undergraduate degree/diploma in an area that relates to one or more aspects of tourism/hospitality management (e.g. Bachelor of Business, Bachelor of Economics, and Bachelor of Leisure Studies);
or
- (c) Completion of a course of study at level 5 (Diploma), or level 6 (Advanced Diploma) of the Hospitality or Tourism Industry National Core Curriculum;
or
- (d) Completion of a professional course of study e.g. program leading to the issuing of a pilot's license;
or
- (e) Capacity to demonstrate a level of prior learning equivalent to a minimum level of 5 (Diploma) of the Hospitality or Tourism Industry National Core Curriculum. Note: applicants applying under this criteria will need to provide a detailed CV;
or
- (f) Capacity to demonstrate a high level of professional skill in a specific work related area (e.g. coach captain, tour guide). Note: applicants applying under this criteria will need to provide a detailed CV;
and
- (g) A minimum of 5 years employment in the tourism and hospitality industry, 2 of which must be at a supervisory or higher level, or at an equivalent professional level (e.g. owner operator, industry consultant, pilot, coach driver, tourism/hospitality lecturer, public official involved in tourism policy development).

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

(iii) MEMBER; designation MAITT

Criteria -

- (a) Completion of a course of study at level 3 (Certificate) or level 4 (Advance Certificate) of the Hospitality or Tourism Industry National Core

Curriculum or a program of study deemed by the Federal Council of the Institute to be equivalent;

or

- (b) Capacity to demonstrate a level of prior learning equivalent to a minimum of level 3 (Certificate) of the Hospitality or Tourism Industry National Core Curriculum; or an equivalent program of study. Note: applicants applying under this criteria will need to provide a detailed CV;

or

- (c) A minimum of 3 years employment in the Hospitality or Tourism Industry. 1 of which must be at a supervisory or higher level, or at an equivalent professional level (e.g. owner/operator, industry consultant, pilot, coach driver, tourism/hospitality lecturer, public official involved in tourism policy development);

or

- (d) A person holding a current full membership of a recognised overseas professional institute associated with the Tourism or Hospitality Industry.

Note: All members who were accepted as members in the Member category prior to the criteria set out above coming into force will be able to retain this category of membership.

(iv) ASSOCIATE MEMBER; designation AAITT

Criteria –

- (a) Completion of a course of study at level 1 or 2 (Basic Certificate) of the Hospitality or Tourism Industry National Core Curriculum or a program of study deemed by the Federal Council of the Institute to be equivalent;

or

- (b) Capacity to demonstrate a level of prior learning equivalent to a minimum of level 1 (Basic Certificate) of the Hospitality or Tourism Industry National Core Curriculum. Note: applicants applying under this criteria will need to provide a detailed CV;

and

- (c) The capacity to demonstrate a full or part-time position within the Tourism or Hospitality is currently held.

Note: All members who were accepted as members in the Associate Member category prior to the criteria set out above coming into force will be able to retain this category of membership.

(v) STUDENT MEMBERSHIP

Criteria –

- (a) Enrolment in a course of study recognised by the Australian Tourism Training Review Panel, or the Australian Hospitality Training Review Panel;

or

- (b) Enrolment in a post-graduate or undergraduate degree, diploma or certificate program in tourism, hospitality or related area (e.g. business, economics, geography).

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

Note: An individual may maintain this category of membership for a period of up to 12 months after the completion of their course while they seek employment in the tourism and hospitality industry.

(vi) DEFERRED MEMBERSHIP

Deferred membership may be conferred by the decision of Federal Council, at a reduced annual subscription, if at the time of application a member is: -

- (a) temporarily no longer engaged in the Travel and/or Tourism Industry; and/or
- (b) temporarily resident overseas
- (c) Deferred Membership may only be maintained for no more than two (2) years; and
- (d) at the end of this period automatically lapses and may only be resumed by the submission of a New Application for Membership of the Institute; and
- (e) at any time up to the end of the second year of deferment, the previously held level of Membership may be renewed by the payment of the appropriate Annual Subscription.

(vii) RETIRED MEMBERSHIP; FAITT (Ret), AFAITT(Ret), MAITT(Ret)

Retired membership may be conferred by the Federal Council of Fellows, Associate Fellows or Members who, at the time of application fulfil the following conditions: -

- (a) shall have been a member of the Institute for a minimum period of 10 years; and
- (b) are 55 years of age or older; and
- (c) shall have retired.

Retired members shall be entitled to use the designations FAITT (Ret), AFAITT (Ret) or MAITT (Ret) depending on the category of membership held at the time of retirement.

(viii) LICENSING DESIGNATIONS; FAITT (L) AND AFAITT (L)

Fellows [FAITT] or Associate Fellows [AFAITT], employed in retail travel agencies who meet the Travel Licensing requirements of their State or Territory, AND are able to substantiate that they have been actively employed as a Travel Manager for at least 2 years full-time

- (a) may apply in writing to Federal Council with the accompanying fee for approval to append the letter 'L' to their membership designation, and
- (b) once approved, the Federal Council will issue a new Membership Certificate showing the appropriate status.
- (c) Federal Council may at any time require such members to substantiate their continuing qualification for this designation, and
- (d) shall advise all appropriate bodies, such as state licensing authorities, if an Associate Fellow or Fellow using this designation ceases to be a member of the Institute for any reason whatsoever.

(ix) HONORARY LIFE MEMBERSHIP designation FAITT (Life) or AFAITT (Life)

Life membership may be conferred by the decision of the Federal Council in either the grade of Fellow or Associate Fellow on an individual who has: -

- (a) made a major contribution to increasing the level of professionalism within the Australian Tourism and Hospitality Industry;
- or
- (b) made a major contribution to the Australian Tourism and Hospitality Industry in general.

Rules of the Australian Institute of Travel & Tourism Inc.
This printing includes resolutions passed at Annual General Meeting 06 October, 2001

(x) **AFFILIATE MEMBER**

Criteria –

A person employed in an industry other than Travel, Tourism or Hospitality

Note: Individuals applying under this criterion cannot progress beyond this category of membership.

2.3 **Cessation of Membership**

2.3.1. A person ceases to be a member of the Institute if the person: -

- (i) dies
- (ii) resigns that membership; or
- (iii) is expelled from the Institute; or
- (iv) has held Deferred Membership status for more than two [2] years.

2.4 **Non-Transferability of Membership Entitlements**

2.4.1. A right, privilege or obligation which a person has by reason of being a member of the Institute: -

- (i) is not capable of being transferred or transmitted to another person; and
- (ii) terminates upon cessation of the person's membership

2.5 **Resignation of Membership**

2.5.1. A member of the Institute may resign membership in accordance with this rule.

2.5.2. A member may resign from membership of the Institute by: -

- (i) notifying the Secretariat in writing at least one month prior to the intended effective date of the resignation; and
- (ii) full payment of all fees and subscriptions due

2.5.3. Where a member of the Institute ceases to be a member pursuant to rules 2.5.2. and 2.9.1. and in every other case where a member ceases to hold membership, the Secretariat shall make an appropriate entry in the register of members recording the date on which the cessation of membership occurred.

2.6 **Register of Members**

2.6.1. The Secretariat of the Institute shall establish and maintain a register of members of the Institute specifying the name and address as notified by the member, of each person who is a member of the Institute, together with the date on which the person became a member.

2.6.2. The register of members shall be kept at the principal place of administration of the Institute and shall be open for inspection by any member of the Institute at any reasonable hour.

2.7 **Fees, Subscription, etc.**

2.7.1. A member of the Institute shall, upon admission to membership, pay to the Institute an amount determined by the Federal Council.

2.7.2. In addition to any amount payable by the member under rule 2.7.1, a member of the Institute shall pay to the Institute an amount determined by the Federal Council.

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 2.7.3. The financial year of the Institute shall commence on 1 July and end on 30 June.
- 2.8 Members' Liabilities
The liability of a member of the Institute to contribute towards the payment of the debts and liabilities of the Institute or the costs, charges and expenses of the winding up of the Institute is limited to the amount, if any, unpaid by the member in respect of membership of the Institute as required by rule 2.7.
- 2.9 Disciplining of Members
- 2.9.1. Where the Federal Council is of the opinion that a member of the Institute: -
- (i) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (ii) has persistently and willfully acted in a manner prejudicial to the interests of the Institute; or
 - (iii) has persistently and willfully acted in a manner prejudicial to the interests of the Travel and/or Tourism industry; or
 - (iv) has obtained admission as a member of the Institute by improper means; or
 - (v) has remained non-financial three months after receiving written notification that fees remain outstanding from the Secretariat, the Federal Council may, by resolution :-
 - expel the member from the Institute; or
 - suspend the member from membership of the Institute for a specified period.
- 2.9.2. Where the Federal Council passes a resolution under rule 2.9.1. the Executive Director shall as soon as practicable, cause a notice in writing to be served on the member: -
- (i) setting out the resolution of the Federal Council and the grounds on which it is based
 - (ii) stating that the member may address the Federal Council at its next meeting
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the member that the member may do either or both of the following: -
 - (a) attend and speak at the meeting
 - (b) submit to Federal Council at or prior to the date of that meeting written representations relating to the resolution.
- 2.9.3. At a meeting of the Federal Council as referred to in rule 2.9.2. the Federal Council shall:
- (i) give to
 - (ii) give due consideration to any written representations submitted to the Federal Council by the member at or prior to the meeting; and
 - (iii) by resolution determine whether to confirm or revoke the resolution.
- 2.9.4. Where the Federal Council confirms a resolution under rule 2.9.3, the Secretariat shall, within seven days after that confirmation, by notice in writing, inform the member of the fact and of the member's right of appeal under rule 2.10.
- 2.9.5. A resolution by the Federal Council under rule 2.9.1. does not take effect :-
- (i) until confirmed under rule 2.10.3.
 - (ii) until the expiration of the period within which the member is entitled to appeal against the resolution and where the member has given notice in writing to the

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

Secretariat of an intention to appeal within 28 days of receiving notification of Federal Council's resolution as detailed in rule 2.9.4.

- (iii) until the resolution is confirmed by the Institute in general meeting pursuant to rule 2.10.

2.10 Right of Appeal of Disciplined Member

- 2.10.1. A member may appeal to the Institute in general meeting against a resolution of the Federal Council which is confirmed under rule 2.9.3, within 28 days after notice of the resolution is served on the member, by lodging with the Secretariat notice in writing to that effect.
- 2.10.2. Upon receipt of a notice from a member under rule 2.10.1. the Secretariat shall notify the Federal Council which shall cause the appeal to be considered at the next general meeting of the Institute, whether special or annual.
- 2.10.3. At that general meeting: -
 - (i) the Federal Council and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (ii) the members present shall vote in person or by secret ballot or by proxy on the question of whether the resolution should be confirmed or revoked. If confirmed, the Chairman will declare a Special Resolution

2.11 Membership Certificates

- 2.11.1. All members, except students, shall be issued with a Certificate for public display designating their category classification.
- 2.11.2. This Certificate remains the property of the Institute and shall be returned by the member upon the cessation of his membership.
- 2.11.3. Students shall be issued with a card showing the validity period of membership.

PART THREE - FEDERAL COUNCIL

3.1 Powers, etc., of Federal Council

- 3.1.1. The Federal Council shall be the committee of management of the Institute and, subject to the Act, the Regulations and these rules and to any resolution passed by the Institute in general meeting: -
 - (i) shall control and manage the affairs of the Institute;
 - (ii) may exercise all such functions as may be exercised by the Institute other than those functions that are required by these rules to be exercised by a general meeting of members of the Institute; and
 - (iii) has power to perform all such acts and do all such things as appear to the Federal Council to be necessary or desirable for the proper management of the affairs of the Institute.

3.2 Constitution and Membership

- 3.2.1. Subject in the case of the first members of the Federal Council to section 21 of the Act, the Federal Council shall consist of not more than ten [10] ordinary members, eight of whom shall be elected by ballot, one from each of the States and Territories, and only two

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

[2] of whom shall have been elected from the floor at an Annual General Meeting of the Institute pursuant to rule 3.3.

3.2.2 Each nomination is to be for a two [2] year period - this statute to take effect from the 1993 Annual General meeting.

3.2.3 The office-bearers of the Institute shall be: -

- (i) the President.
- (ii) two Vice Presidents.
- (iii) a non-voting nominee appointed by the Secretariat [if appointed pursuant to Rule 3.3.8]

3.2.4 Each member of the Federal Council shall, subject to these rules, hold office until the conclusion of the annual general meeting relevant to his term of office, but is eligible for re-election.

3.2.5 In the event of a casual vacancy occurring in the membership of the Federal Council, the Council may appoint a member of the Institute to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

3.3 Election of Members

3.3.1 Nominations of candidates for election to the Federal Council: -

- (i) shall be made in writing in the form set out in Appendix 3 to these Rules, signed by two members of the Institute and accompanied by the written consent of the candidate; and
- (ii) shall be delivered to the Secretariat of the Institute not less than 21 days prior to the date fixed for the annual general meeting at which the election is to take place.

3.3.2 If insufficient nominations are received to fill all vacancies on the Federal Council the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

3.3.3 If insufficient further nominations are received, any vacant positions remaining on Federal Council shall be deemed to be casual vacancies.

3.3.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

3.3.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

3.3.6 The Federal Council shall elect, from its members, a President and two Vice Presidents at the end of the annual general meeting.

3.3.7 Positions on the Federal Council are held for a period of two years, subject to these rules.

3.3.8 The Federal Council may appoint a Secretariat.

3.3.9 The Immediate Past President shall be an additional non-voting member of the Federal Council for a period of 12 months. Funding for attendance at meetings shall be at the discretion of the Federal Council.

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

3.4 Duties and Responsibilities of Federal Councilors

Councilors are responsible to the President for providing; -

- (i) guidance to Federal Council in achieving its objectives through provision of options and expertise on matters relevant to the future direction of the Institute.
- (ii) liaison with industry on AITT matters as directed by the President.
- (iii) a positive contribution to the productivity of a nominated Federal Sub-committee.
- (iv) involvement in State Chapter activities designed to facilitate increase in membership, Chapter representatives should seek inclusion in Chapter Membership Sub-committees.
- (v) preparation (in alliance with the Chapter Chairman) and submission of written Chapter reports as requested by the Federal President for inclusion in the AITT bulletin.

3.5 Duty of care-confidentiality

Notwithstanding Councilors obligations to maintain proper reporting between Council and Chapters, as outlined in 3.4 (v), Office-holders shall not divulge or share information relating to matters concerning the Institute with persons outside the Institute without express authorization from their respective administrative body i.e. Federal Council or State Chapter Committee as applicable

3.6 Executive Director

3.6.1. The duties of the Secretariat shall include: -

- (i) keeping minutes of all appointments of office-bearers and members of the Federal Council; and
- (ii) keeping minutes of the names of members of the Federal Council present at Council Meetings or general meetings; and
- (iii) keeping minutes of all proceedings at Council meetings or general meetings.
- (iv) ensuring that all money due to the Institute is collected and received and that all payments authorised by the Institute are made
- (v) ensuring that correct books and accounts are kept showing the financial affairs of the Institute including full details of all receipts and expenditure connected with the activities of the Institute.
- (vi) All such other tasks as determined by Federal Council

3.6.2. All minutes of proceedings at a meeting shall be signed by the person chairing that or the next succeeding meeting.

3.7 Casual Vacancies

3.7.1. For the purposes of these rules, a casual vacancy in the office of a member of the Federal Council occurs if the member: -

- (i) dies;
- (ii) ceases to be a member of the Institute;
- (iii) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (iv) resigns office by notice in writing given to the Secretariat
- (v) is removed from office under rule 3.6.
- (vi) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

3.8 Removal of Member of Council

3.8.1. The Institute in a general meeting may by resolution remove any member of the Federal Council from the office of member before the expiration of the member's term of office, and may by resolution appoint another member of the institute to hold office until the expiration of the term of office of the member so removed.

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 3.8.2. Where a member of the Federal Council, to whom a proposed resolution referred to in 3.6.1. relates, makes representation in writing to the Secretariat or President (such representations not to exceed a reasonable length) and requests that these representations be notified to the members of the Institute, the Secretariat may send a copy to each member of the Institute or the President shall have such representations read out at the meeting at which the resolution is considered.

3.9 Meetings and Quorum

- 3.9.1. The Federal Council shall meet at least twice each year at such place and time as the Council may determine.
- 3.9.2. Additional meetings of the Federal Council may be convened by the President or, by a majority of members in a written request to the Secretariat or, by a motion at a meeting of the Council.
- 3.9.3. Any three members of the Federal Council present at the meeting shall constitute a quorum for the transaction of the business of a meeting of the Council.
- 3.9.4. No business shall be transacted by the Federal Council unless a quorum is present.
- 3.9.5. At a meeting of the Federal Council: -
- (i) the President or, in the President's absence, either of the Vice-Presidents shall preside; or
 - (ii) if the President and Vice-Presidents are absent, or unwilling to act, such one of the remaining members of the Council as may be chosen by the members present at the meeting shall preside.

3.10 Delegation by the Federal Council to Chapters and Sub-Committees

- 3.10.1. The Federal Council may, by instrument in writing, delegate to one or more Chapters and/or Sub-Committees (consisting of such member or members of the Institute as the Council thinks fit) the exercise of such of the functions of the Federal Council as are specified in the instrument, other than: -
- (i) this power of delegation; and
 - (ii) a function which is a duty imposed on the Federal Council by the Act or by these Rules
- 3.10.2. A function of the exercise which has been delegated to a Chapter and/or Sub Committee under this rule may, while the delegation remains un-revoked, be exercised from time to time by the Chapter and/or Sub Committee in accordance with the terms of the delegation.
- 3.10.3. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 3.10.4. Notwithstanding any delegation under this rule, the Federal Council may continue to exercise any function delegated.
- 3.10.5. Any act or thing done or suffered by a Chapter and/or Sub Committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Federal Council.
- 3.10.6. The Federal Council may, by instrument in writing, revoke wholly or in part any delegation under this rule.

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 3.10.7. A Chapter and/or Sub Committee may meet and adjourn as it thinks appropriate for the proper exercise of the function(s) delegated to it.
- 3.11 Voting and Decisions
- 3.11.1. Questions arising at a meeting of the Federal Council, or of any Chapter or Sub-committee appointed by the Federal Council, shall be determined by a majority of the votes of members present at the meeting or by proxy, providing prior notice of the proposed motion/s are given in accordance with clause 3.11.2
- 3.11.2. Notwithstanding clause 3.9.1. and in conformity with clauses 3.9.3 and 3.11.1, the form of proxy voting shall be in advance of the meeting, in writing, specifying their vote on each motion.
- 3.11.3. Each member present at a meeting (in person or by proxy in the case of state elected Federal Councilors) of the Federal Council, or of any Chapter or Sub-Committee appointed by the Federal Council, (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3.11.4. Subject to rule 3.7.1. the Federal Council may act notwithstanding any vacancy on the Federal Council.
- 3.11.5. Any act or thing done or suffered, or purporting to have been done or suffered, by the Federal Council, or by a Chapter and/or Sub-Committee appointed by Federal Council, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Federal Council or Chapter or Sub-Committee.

PART FOUR - GENERAL MEETINGS

- 4.1 Annual General Meetings - The Holding of
- 4.1.1. With the exception of the first annual general meeting of the Institute, the Institute shall, at least once in each calendar year and within the period of five months after the expiration of each financial year of the Institute (that is by 30 November each year), convene an annual general meeting of its members.
- 4.1.2. Rules 4.1.1. has effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.
- 4.2 Annual General Meetings - The Calling of And Business at
- 4.2.1. The Annual General Meeting of the Institute shall, subject to the Act and to rule 4.1, be convened on such date and at such place and time as the Federal Council thinks fit.
- 4.2.2. In addition to any other business which may be transacted at an annual general meeting, of which notice has been given, the business of an annual general meeting shall be: -
- (i) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- (ii) to receive from Federal Council reports upon the activities of the Institute during the last preceding financial year
- (iii) to elect members of the Federal Council, under the terms covered in rule 3.
- (iv) to receive and consider the financial statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (v) to appoint auditors.
- (vi) to consider any general business as the Federal Council may determine.

4.2.3. An annual general meeting shall be specified as such in the notice convening it.

4.3 Special General Meetings - The Calling of

4.3.1. The Federal Council may, whenever it thinks fit, convene a special general meeting of the Institute.

4.3.2. The Federal Council shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of the Institute.

4.3.3. A requisition by members for a special general meeting: -

- (i) shall state the purpose or purposes of the meeting;
- (ii) shall be lodged with the Secretariat
- (iii) may consist of one or more documents in a similar form, each signed by one or more members requesting the requisition.

4.3.4. The Federal Council shall convene a special general meeting not later than three months after the date of a requisition by members is lodged with the Secretariat

4.4. Notice

4.4.1. Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Institute, the Secretariat shall, at least 21 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post, fax or email to each member at the member's address appearing in the Register of Members a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

4.4.2. Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Institute, the Secretariat shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in rule 4.4.1. specifying, in addition to the matter required under rule 4.4.1., the intention to propose the resolution as a special resolution.

4.4.3. No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 4.2.2.

4.4.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretariat who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

4.5. Procedure

4.5.1. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

Rules of the Australian Institute of Travel & Tourism Inc.
This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 4.5.2. Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 4.5.3. If a quorum at a general meeting is not achieved then the person presiding at that meeting shall set another time for the meeting standing adjourned.
- 4.5.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than three) shall constitute a quorum.
- 4.6. Presiding Member
- 4.6.1. The President or in the President's absence, either of the Vice-Presidents shall preside as chairperson at each general meeting of the Institute.
- 4.6.2. If the President and Vice-Presidents are either absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.
- 4.7. Adjournment
- 4.7.1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 4.7.2. Where a general meeting is adjourned for 14 days or more the Secretariat shall give written or oral notice of the adjourned meeting to each member of the Institute

stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 4.7.3. Except as provided in rules 4.7.1. and 4.7.2., notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
- 4.8. Making of Decisions
- 4.8.1. A question arising at a general meeting of the Institute shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Institute, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 4.8.2. At a general meeting of the Institute, a poll may be demanded by the chairperson or by not less than three members present in person, or by proxy, at the meeting.
- 4.8.3. Where a poll is demanded at a general meeting, the poll shall be taken: -
- (i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to question of an adjournment; or

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- (ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

4.9. Special Resolution

4.9.1. A resolution of the Institute is a special resolution if : -

- (i) it is passed by a majority which comprises not less than three-quarters of such members of the Institute present at the meeting, either in person or by proxy, as being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (ii) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (i) - the resolution is passed in a manner specified by the Commission.

4.10. Voting

4.10.1. Upon any question arising at a general meeting of the Institute a member has one vote only.

4.10.2. All votes shall be given personally or by proxy.

4.10.3. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

4.10.4. A member, or proxy, is not entitled to vote at any general meeting of the Institute unless all money due and payable by the member, or proxy, to the Institute has been paid.

4.10.5. Voting rights at all meetings of the Institute are held by the following categories of members only:-

- (i) Fellows (FAITT)
- (ii) Associate Fellows (AFAITT)
- (iii) Members (MAITT)
- (iv) Life Members, either FAITT or AFAITT

4.11 Appointment of Proxies

4.11.1. Each member shall be entitled to appoint another member as proxy by notice given to the Secretariat no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

4.11.2. The notice appointing the proxy shall be in the form set out in Appendix 3 to these rules.

PART FIVE - MISCELLANEOUS

5.1. Insurance

5.1.1. The Institute shall effect and maintain insurance pursuant to section 44 of the Act.

5.1.2. In addition to the insurance required under rule 5.1.1. the Institute may effect and maintain other insurance.

5.2. Funds - Source

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 5.2.1. The funds of the Institute shall be derived from entrance fees and subscriptions of members, donations and subject to any resolution passed by the Institute in general meeting, such other sources as the Federal Council determines.
- 5.2.2. All money received by the Institute shall be deposited as soon as practicable and without deduction to the credit of the Institute's bank account.
- 5.3. Funds - Management
- 5.3.1. Subject to any resolution passed by the Institute in general meeting, the funds of the Institute shall be used in pursuance of the objects of the Institute in such manner as the Federal Council determines.
- 5.3.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Federal Council or employees of the Institute, being members or employees authorised to do so by the Federal Council.
- 5.4. Alteration of Objects and Rules
- 5.4.1. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Institute.
- 5.5. Common Seal
- 5.5.1. The common seal of the Institute shall be kept in the custody of the Executive Director.
- 5.5.2. The common seal shall not be affixed to any instrument except by the authority of the Federal Council and the affixing of the common seal shall be attested by the signatures of two members of the Federal Council.
- 5.5.3. The income and property of the Institute whence-soever derived shall be applied solely towards the promotion of the objectives of the Institute and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Institute, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Institute or to any members of the Institute in return for any services actually rendered to the Institute for reasonable and proper rent for premises let by any members to the Institute.
- 5.6. Custody of Books, etc.
- 5.6.1. Except as otherwise provided by these rules, the Secretariat shall keep in custody and under strict control all records, books and other documents relating to the Institute.
- 5.7. Inspection of Books, etc.
- 5.7.1. The records, books and other documents of the Institute shall be open to inspection by a member of the Institute at any reasonable hour.
- 5.8. Service of Notices
- 5.8.1. For the purpose of these rules, a notice may be served by or on behalf of the Institute upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 5.8.2. Where a document is recorded as having been sent to a person the document shall be deemed for the purposes of these rules to have been received by the addressee. unless the contrary is proved,
- 5.9. Surplus Property

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

- 5.9.1. The Australian Institute of Travel & Tourism Inc will nominate a charity of its choice in which to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the Institute.
-

PART SIX – CHAPTERS

6.1 Formation of Chapters

The Federal Council shall authorize and establish Chapters within States and / or Regions where there is a minimum of ten Institute Members

6.2 Minimum Requirements

6.2.1 An Annual General Meeting must be held prior to 30 September each year

6.2.2 A Chapter's financial year shall be from 01 July to 30 June following year

6.2.3 Committee persons shall be elected annually but all shall be eligible for re-election. The number elected shall be determined by the meeting. The committee shall elect the following office bearers:

- (i) Chairperson
- (ii) Secretary
- (iii) Treasurer

The Office bearers and remaining committee shall constitute a Chapter Committee which shall have the power to co-opt.

6.2.4 Chairpersons and Treasurers are responsible for presenting the financial report to 30 June each year at the Chapter Annual General meeting and to Federal Council in time to be included in the Federal Report of the same year.

6.3 Quorums.

6.3.1 The quorum for a Chapter Committee meeting shall be three Members present in person

6.3.2 A quorum for an Annual or Special General meeting shall be five Members present in person

6.4 Funds

6.4.1 Chapters will be responsible to transmit membership funds to Federal within the quarter in which they have been received.

6.4.2 Chapters are responsible for the raising and management of their own finances. However, should a Chapter become inactive and/or fail to conduct an AGM within the specified time, its assets shall become the property of the Federal Council which will hold such assets in trust until the Chapter is reformed unless a Special Resolution is passed to the contrary.

6.5 Rules

Notices of Meetings, Procedures, Elections, Voting and all other matters shall be in accordance with these Rules, but may be varied if local circumstances warrant subject to Federal Council. And should be advised to the Secretariat

APPENDIX I – Nomination for election to the Federal Council - General

APPENDIX II – Proxy Form

APPENDIX III – Application Form

Notes for Members

Rules of the Australian Institute of Travel & Tourism Inc.

This printing includes resolutions passed at Annual General Meeting 06 October, 2001

Quorum – 5 members present in person (being members entitled under these rules to vote at a general meeting, i.e. Fellows, Members, Honorary Fellows, Honorary Members, Life Fellows and Life Members)

Proxy votes may be cast provided that prior notice has been given to the Secretariat