



# Bylaws

## Australasian Corrosion Association Ltd

ACN 693 179 243

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*11 Roosevelt Street  
Coburg North 3058*

## Table of Contents

<b>1. Preamble</b>	<b>6</b>
<b>2. Vision / Mission of the ACA</b>	<b>6</b>
<b>3. Values of the ACA</b>	<b>6</b>
<b>4. Colours/Logos/Emblem of the ACA</b>	<b>6</b>
4.1. Colours/Logo/Emblem of the ACA	6
4.2. Implementation	7
<b>5. Definitions</b>	<b>7</b>
<b>6. Membership</b>	<b>7</b>
6.1. General	7
6.2. Membership Fees	7
6.3. Assignment to Branch	7
6.4. Voting Members	8
6.4.1. Individual Membership	8
6.4.2. Retired Membership	8
6.4.3. Corporate Membership	8
6.4.4. Life Membership	8
6.5. Non-Voting Members	8
6.5.1. Student Membership	8
6.5.2. Honorary Membership	9
6.6. Life Membership	9
6.6.1. Election of Life Members	9
6.6.2. Criteria for Life Membership	9
6.6.3. Rights of Life Members	9
6.7. Resignation of Members	9
6.8. Discipline Procedure	10
6.8.1. Interpretation	10
6.8.2. Process	10
6.8.3. Disciplinary committee determination	10
6.8.4. Right of Appeal	10
6.8.5. Reinstatement	11
6.8.6. Support	11
6.8.7. Acknowledgement	11
<b>7. Branches and Divisions</b>	<b>11</b>
7.1. Purpose of ACA Branches	11
7.2. Operation of Branches	11
7.2.1. Branch Committees	11
7.2.2. Board Management of Branch Committees	12
7.3. Branch Responsibilities	12
7.4. Formation of Branches	12
7.5. Approved ACA Branches	13
7.6. Branch Structure	13
7.7. Dissolution of Branches	13
<b>8. New Zealand Branch</b>	<b>13</b>
8.1. Establishment of the New Zealand Branch	13

8.2.	<i>Operation of the New Zealand Branch</i>	13
8.3.	<i>New Zealand Branch Finances</i>	13
<b>9.</b>	<b>Technical Groups</b>	<b>14</b>
9.1.	<i>Purpose of Technical Groups</i>	14
9.2.	<i>Operation of Technical Groups</i>	14
9.2.1.	Technical Group Membership	14
9.2.2.	Technical Group Committees	14
9.3.	<i>Technical Group Responsibilities</i>	14
9.4.	<i>Formation of Technical Groups</i>	15
9.4.1.	Executive Officer Management of Technical Group Committees	15
9.5.	<i>List of Technical Groups</i>	15
9.6.	<i>Dissolution of Technical Groups</i>	15
<b>10.</b>	<b>Working Groups</b>	<b>16</b>
10.1.	<i>Purpose of Working Groups</i>	16
10.2.	<i>Operation of Working Groups</i>	16
10.2.1.	Working Group Membership	16
10.3.	<i>Working Group Responsibilities</i>	16
10.4.	<i>Formation of Working Groups</i>	16
10.5.	<i>Dissolution of Working Groups</i>	16
<b>11.</b>	<b>Young Corrosion Group</b>	<b>17</b>
11.1.	<i>Purpose of the YCG</i>	17
11.2.	<i>Operation of the YCG</i>	17
11.2.1.	YCG Membership	17
11.2.2.	YCG National Steering Committee	17
11.3.	<i>YCG Responsibilities</i>	17
<b>12.</b>	<b>Certification</b>	<b>18</b>
12.1.	<i>Purpose</i>	18
12.2.	<i>Responsibilities</i>	18
12.2.1.	Categories	18
12.2.2.	Continuing Professional Development	18
12.2.3.	Re-Certification	18
12.3.	<i>Post Nominals</i>	18
12.3.1.	Unauthorised Use of Certification Title or Post Nominals	18
<b>13.</b>	<b>Council</b>	<b>19</b>
13.1.	<i>Purpose of the Council</i>	19
13.1.1.	Information Conduit Role	19
13.2.	<i>Operation of the Council</i>	19
13.2.1.	Council Membership	19
13.2.2.	Council Meetings	19
<b>14.</b>	<b>Council President and Vice Presidents</b>	<b>20</b>
14.1.	<i>Role</i>	20
14.2.	<i>Appointment</i>	20
14.3.	<i>Eligibility</i>	20
<b>15.</b>	<b>Nominations Committee</b>	<b>20</b>
15.1.	<i>Purpose</i>	20

15.2. Responsibilities	21
15.3. Composition and Operation	21
15.4. Relationship to other ACA Governance Bodies	21
<b>16. Election to the Board</b>	<b>22</b>
16.1. Call for Nominations	22
16.2. Nomination Process	22
16.3. Criteria for Persons Nominating for the Board	22
16.4. Assessment of Candidates	22
16.5. Election	23
16.5.1. Election Process	23
16.5.2. Failure to Elect Directors	23
16.6. Skills Matrix	23
16.7. Dates and Terms	23
16.8. Timeline for Director Elections	23
16.9. Appointment of Appointed Directors	24
16.10. Appointment of Casual Vacancies	24
<b>17. Board Chair</b>	<b>24</b>
17.1. Role	24
17.2. Responsibilities	24
17.3. Election of Board Chair	25
17.4. Removal of Board Chair	25
17.5. Term Limit	25
17.6. Board Vice Chair	25
<b>18. Board</b>	<b>25</b>
18.1. Purpose of the Board	25
18.2. Board Committees	25
18.2.1. Approved Board Committees	26
<b>19. Executive Officer</b>	<b>26</b>
19.1. Executive Officer Appointment and Role	26
19.2. Delegations of Authority	26
<b>20. Awards of the ACA</b>	<b>26</b>
20.1. Corrosion Medal	26
20.1.1. Award Criteria	26
20.1.2. Award Committee	27
20.1.3. Procedure	27
20.2. YCG Award	27
20.2.1. Award Criteria	27
20.2.2. Award Committee	27
20.2.3. Procedure	27
20.3. Technical Publication Awards	28
20.3.1. The David Whitby Best Review Paper Award	28
20.3.2. The Marshall Fordham Research Paper Award	28
20.3.3. The Arthur C Kennett Award	28
20.3.4. The Les Boulton Case Study Award	28

20.4. <i>Other Awards</i>	28
<b>21. Attendance at Meetings of ACA</b>	<b>28</b>
<b>22. Changes to these Bylaws</b>	<b>29</b>

# ACA Bylaws

## 1. Preamble

The Board of Australasian Corrosion Association Ltd (ACA) makes these Bylaws pursuant to clause 36 of the Constitution for the purposes of giving effect to the ACA's Constitution and to govern the procedures and activities of the ACA.

The Constitution states the purpose of the ACA as follows in clause 3:

- 3.1. *The Purpose of the Company is to advance education in the knowledge, prevention, and management of corrosion for the betterment of society and the environment.*
- 3.2. *The Company pursues the Purpose through a range of activities and services that may include:*
  - a) *dissemination of information and technical resources,*
  - b) *provision of educational and training courses and events,*
  - c) *promotion and advocacy for the importance of the management of corrosion, and*
  - d) *other activities ancillary to or conducive towards the attainment of the Purpose.*
- 3.3. *The Company is a non-political, not-for-profit organisation.*

## 2. Vision / Mission of the ACA

The Mission of the ACA is to lead in knowledge and management of corrosion for the benefit of society and the environment.

## 3. Values of the ACA

The Values of the ACA are:

- Integrity
- Informative
- Diligent
- Transparent
- Supportive
- Cooperative

## 4. Colours/Logos/Emblem of the ACA

### 4.1. Colours/Logo/Emblem of the ACA

The colours of the ACA shall be red and green.

The motto of the ACA shall be *Semper Tuens*.

The emblem of the ACA shall be as depicted in Figure 1.



Figure 1: The emblem of the ACA

## **4.2. Implementation**

The Executive Officer shall approve a style guide, defining the use of colours, emblem, branding etc. of the ACA, which may include minor deviations from the those required by Bylaws where required for branding of various events, activities, or member groups (e.g. Technical Groups, branches, etc.) within the ACA.

No member, or group of members, shall adopt alternative colours, emblem, branding etc. without approval of the Executive Officer.

## **5. Definitions**

Words importing the singular include the plural and words importing the plural include the singular where the context permits.

The headings shall not affect the construction of these Bylaws.

"In writing" or "written" means and includes printing or other means of representing or reproducing words in visible form and includes transmission by facsimile or by electronic mail.

'Member' means any member, including any Corporate Member Representative, of the ACA.

## **6. Membership**

### **6.1. General**

Membership to the ACA is open to any person or corporation who are interested in the control and mitigation of the effects of corrosion, and who wish to advance the mission and objects of the ACA.

Application for Membership shall be via the process prescribed by the Executive Officer, who is delegated the authority to approve or reject membership. The Board reserves the discretion to approve or reject an application for membership.

Membership shall commence following acceptance of the membership application and receipt of payment of the first annual subscription.

Annual subscriptions are due from day of first application with payment to be made in advance of renewal.

### **6.2. Membership Fees**

Membership fees/subscriptions for each category are set annually by the Board on advice of the Executive Officer.

Any changes to membership categories or membership fees proposed by the Executive Officer must be submitted to the Board for approval, including update of these Bylaws if applicable.

### **6.3. Assignment to Branch**

All members of the ACA are assigned to a single Branch upon admission to membership.

A Corporate Member may have representatives enrolled in separate Branches up to its permitted number of representatives.

Any Member (or Corporate Member representative) enrolled within a Branch who wishes to be transferred to another Branch may apply to the Executive Officer to be transferred to their preferred Branch.

A Member enrolled with any Branch, shall be entitled to participate in discussive proceedings or activities of any other Branch as if they were enrolled as a member in that Branch. The Member shall not be extended the right to vote on any motion or resolution of that other Branch.

## **6.4. Voting Members**

The following categories of Voting Members have been established.

### **6.4.1. Individual Membership**

Individual Membership applies to singular persons who have applied for Membership. An Individual Membership cannot exist in tandem with any other Membership.

### **6.4.2. Retired Membership**

Retired Membership is open to members who wish to retain their involvement with a Branch after retirement from full-time employment within the corrosion industry.

Retired members enjoy the rights and privileges of voting within Branches and the ACA as per an individual member.

Retired members may receive other benefits as determined by the Executive Officer from time to time.

Appointment to this membership class requires support of both the Executive Officer and the Member's Branch Committee.

### **6.4.3. Corporate Membership**

The following grades of Corporate Membership shall be offered:

- Diamond – Up to 30 representatives and unlimited YCG representatives
- Platinum – Up to 12 representatives and 10 YCG representatives
- Gold – Up to 8 representatives and 8 YCG representatives
- Silver – Up to 5 representatives and 5 YCG representatives
- Bronze – Up to 3 representatives and 3 YCG representatives

A Corporate Member may change its representatives once annually, except in the case where the representative ends employment with the Corporate Member (in which case a new representative can be nominated).

A Corporate Member does not itself have voting rights but may exercise the rights and privileges of membership of the ACA via its designated representatives only. This includes any voting rights or offices within Branches and the ACA as per an individual member.

The various levels of Corporate Membership and corresponding representatives are determined by the Executive Officer and approved by the Board in these Bylaws.

### **6.4.4. Life Membership**

Life membership, a category of voting membership is as per Bylaw 6.6.

## **6.5. Non-Voting Members**

The following categories of Non-Voting Members have been established.

### **6.5.1. Student Membership**

Student Membership is offered to full-time students or part-time students, not in full-time employment. Student membership is offered to any secondary or tertiary student, including research students (masters and PhD programs).

Members must provide evidence of their current enrolment status and institution of enrolment to the ACA annually.

Student members cannot vote at meetings of the ACA or Branch. Student members may receive other benefits as determined by the Executive Officer from time to time.

## **6.5.2. Honorary Membership**

The Board may confer Honorary Membership on a person from year to year, for a period specified by the Board.

Honorary members are entitled to attend meetings, participate in events, and receive communications from the ACA, but do not have voting rights.

## **6.6. Life Membership**

### **6.6.1. Election of Life Members**

The Awarding of Life Membership shall be determined by the Board.

Nomination of a candidate for Life Membership shall be the right of any Branch of ACA. The Nominee may be a member of the nominating Branch or any other Branch of the ACA.

The Nominee shall be a financial Member of the ACA at the time of nomination or a member within the previous financial year of the ACA.

Nominations and supporting evidence shall be compiled and forwarded to the Executive Officer by 31 July annually.

A Committee consisting of Board Chair (or other Director as delegated), Branch Presidents, the Council President and the Executive Officer will consider the applications in accordance with any guidelines provided by the Board, and provide a recommendation to the Board for its consideration by 30 September annually.

### **6.6.2. Criteria for Life Membership**

The conditions for election to Life Membership are as follows:

- 1) Life Membership is awarded for outstanding service over an extended period to the Australasian Corrosion Association, either via a Branch or Branches, the ACA Council, the Board (or one of its committees), a Technical Group, or other involvement.
- 2) The service of a long-time member of a Branch Committee and/or of Council is not sufficient to warrant nomination unless this service has been far in excess of that normally expected of a person occupying a Branch or Council "office".
- 3) Life membership has no direct relation with a member's retirement from active employment in the corrosion field.
- 4) Life Membership is awarded only as agreed by the Board in response to nominations.

### **6.6.3. Rights of Life Members**

Life members enjoy the rights and privileges of a Voting Member.

Life members may receive other benefits as determined by the Executive Officer from time to time.

## **6.7. Resignation of Members**

A Member may tender their resignation in writing to the Executive Officer advising of the date of termination of membership.

Any outstanding debt incurred from the period as a Member must be remunerated to the ACA and the ACA reserves the right to pursue outstanding monies from a resigning Member.

If a Member resigns part-way through their subscription year, there is no refund of their membership subscription.

## **6.8. Discipline Procedure**

### **6.8.1. Interpretation**

For the purposes of the Constitution, acting in a manner prejudicial to the interests of the ACA includes (but is not limited to):

- a) failing to act in good faith in relation to the pursuits and objective of the ACA;
- b) intentional theft or damage of ACA's property;
- c) profiting from business activity that is inconsistent with the ACA's Code of Conduct and Privacy Policy;
- d) acting in a manner that is prejudicial to the ACA's good standing or reputation;

### **6.8.2. Process**

The disciplinary committee established under clause 13.2 of the Constitution will comprise of an independent panel chosen by the Board of at least three persons, a majority of which shall be Voting Members of good standing. In choosing those persons, the Board may have regard to the nature of the alleged misconduct by the Member. The disciplinary committee may seek advice from any relevant source.

If the Board resolves to request a disciplinary committee to investigate a disciplinary issue, the Executive Officer must serve the Member with a notice in writing including:

- a) the grounds upon which the investigation is based;
- b) stating that the Member may address the disciplinary committee at a meeting to be held 14 to 28 days after service of the notice;
- c) stating the date, place and time of that meeting; and
- d) informing the Member that the Member may submit prior to the date of the meeting written representations relating to the investigation as well as attend and speak at that meeting.

### **6.8.3. Disciplinary committee determination**

At that meeting, the disciplinary committee must:

- a) give the Member an opportunity to make oral representations and allow the Member to use any technology (reasonably available) that gives the Member a reasonable opportunity to do so;
- b) give due consideration to any written representations submitted to the disciplinary committee by the Member at or prior to the disciplinary committee meeting; and
- c) determine (either at the meeting or within 14 days after private deliberations) by a majority whether to impose a penalty, such as warning or reprimand, suspension of membership for a defined period and termination of membership.

The Member must be notified in writing of the decision of the disciplinary committee within seven (7) days of the determination. If the disciplinary committee resolves to expel or suspend the Member, the Member must also be notified of the right of appeal available. A resolution by the disciplinary committee does not take effect:

- a) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; and
- b) where, within that period, the Member exercises the right of appeal, unless and until the Board confirms the resolution.

### **6.8.4. Right of Appeal**

A Member may appeal to the Board against a resolution of the disciplinary committee by written notice lodged with the Executive Officer within seven (7) days of service of the notice of the decision of the disciplinary committee. Within thirty-five (35) days after receipt of a notice of appeal from the Member, the Board must convene a meeting at which the Member must be given the opportunity to state their case orally or in writing, or both using any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so.

The Board must vote by ballot on the question of whether the resolution will be confirmed. The Board's decision is final and the Member is not entitled to appeal the Board's decision. Natural justice will be applied during every disciplinary process, requiring the Board and disciplinary committee to act fairly, in good faith and without bias or conflict of interest when making its decision.

### **6.8.5. Reinstatement**

A former member whose membership was terminated for disciplinary reasons may apply for reinstatement after a period of one year, or as otherwise determined by the Board.

### **6.8.6. Support**

The Member who is the subject of these disciplinary procedures is entitled to:

- a) bring a support person to any meeting with the disciplinary committee or the Board; and
- b) if the support person is legally qualified, the Member must notify the disciplinary committee or the Board (as the case may be) at least five (5) business days before the meeting that the support person attending the meeting will be legally qualified.

Each Member who is the subject of a matter brought before the Board or the disciplinary committee:

- a) agrees to abide by the decisions of the Board or the disciplinary committee (as the case may be); and
- b) acknowledges that they will not be entitled to bring any action or suit against the Association, the Board or the members of the disciplinary committee as a consequence of or arising out of any decision or action of the Board or the disciplinary committee.

### **6.8.7. Acknowledgement**

Each Member acknowledges that no matter or thing done or omitted by the Board or the disciplinary committee (including the exercise of its powers as referred to in this Bylaw) subjects the Board, disciplinary committee or ACA to any liability. Each Member hereby releases the ACA, Board and members of the disciplinary committee from any such liability. Each Member also agrees that all of the provisions of this Bylaw will continue to apply (at the discretion of the Board) notwithstanding that at any time during the disciplinary process the Member ceases to be a Member for any reason.

## **7. Branches and Divisions**

### **7.1. Purpose of ACA Branches**

The Branches are the central driver of the ACA's member activities.

The purpose of the Branches is to advance the ACA's vision, objectives and agenda amongst its membership and the public. This includes local engagement with its Members through hosting events and activities that are consistent with and adherent to the ACA's publicly stated goals. Branches provide a continuous forum for the development of Member networks and the professional goals of individual and corporate members of the ACA, as well as the sharing and distribution of information related to the ACA's vision and objectives.

### **7.2. Operation of Branches**

The Executive Officer will approve a Branch Charter, complying with these Bylaws, setting out the processes, activities, and responsibilities of a Branch.

#### **7.2.1. Branch Committees**

Voting members of each Branch will appoint a Branch Committee annually. The minimum branch executive roles after 1 February 2025 include:

- President (who shall also act as a Councillor in accordance with Bylaw 13.2.1)
- Vice President
- Secretary
- Branch YCG Coordinator (who will also represent the Branch on the YCG Steering Committee in accordance with Bylaw 11.2.2)
- Other Branch Committee Officers, as required by the Branch Charter
- Other Committee members, as required/allowed by the Branch Charter.

The President and Vice President shall be elected for 2-year terms, with all other Committee members being elected annually.

Each Branch will also annually elect one of the Immediate Past President, Vice President, Secretary, or the Branch YCG Coordinator to act as a Councillor in accordance with Bylaw 13.2.1.

No member may serve as an ACA Councillor for more than six consecutive years, except that a member appointed to the role of Branch President will be permitted to serve as Councillor in excess of six years, during their tenure as Branch President

### **7.2.2. Board Management of Branch Committees**

Where the Board is satisfied that a Branch Committee has:

- failed to provide good governance of the Branch affairs (in line with these Bylaws); or
- repeatedly failed to comply with these Bylaws or any other reasonable direction of the Board or Executive Officer;

the Board may take temporary control of a Branch's affairs by:

- suspending any Branch Committee member or officer; and/or
- appointing a member to fill a vacancy in any office of the Branch Committee, including those created by member suspension.

Before taking control of Branch affairs, the Board must consider what steps the Branch members have taken to address and remedy any difficulties underlying the failure.

### **7.3. Branch Responsibilities**

Branches must at a minimum:

- a) Hold an annual committee election by March each year to establish the coming year's Branch Committee and advise the Executive Officer of the outcomes by the end of March.
- b) Prepare an annual plan of events and activities (including budget) from January to December each year to be submitted to the Executive Officer by the end of November prior.
- c) Organise and deliver events and activities with a lead time of at least 4 weeks to allow for effective organisation and marketing of the event and maximise attendance.
- d) Prepare and provide event reports and content for communication to members.
- e) Communicate with new Branch members and welcome them to the ACA community.
- f) Identify potential new members and refer or work with ACA staff to encourage their joining the ACA.
- g) Prepare an annual activity report and/or impact statement by the end of February of each year regarding the Branch's activities throughout the calendar year to be incorporated into the ACA's Annual Report.

### **7.4. Formation of Branches**

The ACA shall have Branches in such locations as determined by the Board.

Any Member, group of Members, or Branch of the ACA may make endeavours towards the formation of a new Branch. The Board will consider an approach from a group of no less than 20 persons who are existing, or eligible to become, Voting Members of the ACA as being an admissible endeavour for formation of a Branch. The Board may require that the new Branch formed be considered as a Division of an existing Branch. The Board may determine if a Division has reached the status in which it must transition to a Branch independent of other Branches and Divisions.

If approved by the Board, any new Branch must be formed in conjunction and compliance with these Bylaws and the Branch Charter.

## 7.5. Approved ACA Branches

The ACA Board has approved the following Branches:

- New South Wales
- New Zealand (refer Bylaw 8)
- Newcastle
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

## 7.6. Branch Structure

With approval of the Executive Officer, a Branch Committee may establish Divisions within any grouping of its Members in its area of jurisdiction. Divisions are to be established where geographical boundaries, differing objectives, and divested interests of a Branch necessitate a divisional status representing different subsections of the Branch itself.

A Division shall have sufficient Members to operate as a viable independent group, and shall be bound by the Constitution, Bylaws, and Branch Charter.

The Executive Officer shall approve the Branches method of management of - and delegation to - the Division in compliance with these Bylaws. The Branch retains responsibility for the activities and performance of the Division, including its financial, administrative, and governance activities.

The Executive Officer or Board can choose to dissolve or amalgamate the Division as per the obligations and activities of the Branch.

## 7.7. Dissolution of Branches

At any time that the number of affiliated Members is no longer adequate for satisfactory working as a Branch (minimum 30 voting members), the Board may dissolve the Branch via notice to the members and update of the Bylaws.

Prior to dissolution of a Branch, the Board will conduct appropriate consultation with the impacted Members.

If a Branch is dissolved, its Members shall be reassigned to the Branch of their choice.

## 8. New Zealand Branch

### 8.1. Establishment of the New Zealand Branch

The "Australasian Corrosion Association NZ Branch Incorporated", registered as an Incorporated Society in New Zealand in 1962 (Registration number: 221840) (NZBN number: 9429042590224) and as a charity in New Zealand in 2009 (Registration number: CC42875) has been established to act as the New Zealand Branch of the ACA.

### 8.2. Operation of the New Zealand Branch

The New Zealand Branch and its Members are subject to the provisions of the Constitution of *Australasian Corrosion Association Limited* and these Bylaws, as well as the *Rules of the Australasian Corrosion Association, New Zealand Branch, Incorporated*.

Except where it is in conflict with the *Rules of the Australasian Corrosion Association, New Zealand Branch, Incorporated*, the New Zealand Branch will be subject to the provisions of the Branch Charter.

### 8.3. New Zealand Branch Finances

At quarterly intervals the New Zealand Branch Treasurer shall provide to the Executive Officer a summary of the income and expenditure for the Branch for the previous quarter and a statement of assets of the Branch in the format prescribed by the Executive Officer.

Not later than the 28th day of March the New Zealand Branch Treasurer shall forward to the Executive Officer an annual statement of Receipts and Disbursements and a Balance Sheet made up in each case to the 31 December of the year previous showing the financial position of the Branch at that date. Such statement and balance sheet shall be duly certified as correct by the Branch Auditors.

## **9. Technical Groups**

### **9.1. Purpose of Technical Groups**

The purpose of a Technical Groups is to advance the ACA's vision, objectives and agenda, via groups of members with shared technical interests and experience. Technical Groups are expected to encapsulate members from many Branches, rather than be a focus of a sole location.

Technical Groups provide a forum for the development of Member networks, as well as the sharing and distribution of information related to the technical interests of ACA Members. Technical Groups provide technical advisory knowledge to their Branches, the ACA, and the wider corrosion community.

### **9.2. Operation of Technical Groups**

The Executive Officer will approve a Technical Group Charter, complying with these Bylaws, setting out the processes, activities, and responsibilities of each Technical Group. Each Technical Group Charter will list the Standards Committee roles which the Technical Group is responsible to manage.

#### **9.2.1. Technical Group Membership**

Membership of each Technical Group is open to any member of the ACA.

Technical Group members are entitled to elect Technical Group Committees, who will manage the functions of the Technical Group.

Technical Group Members may attend meetings of the Technical Group Committee and make submissions with respect to any activities of the Technical Group.

#### **9.2.2. Technical Group Committees**

Members of each Technical Group will appoint a Technical Group Committee annually. The minimum Technical Group executive roles include:

- Chair.
- Vice Chair.
- Communications/Secretary.
- Standards Committee Representative for each associated Standard Committee (or similar, and where applicable).
- Other Officers, as required by the Technical Group Charter.
- Other Committee members, as required/allowed by the Technical Group Charter.

The Chair, Vice Chair and any Standards Committee Representative shall be elected for 2-year terms, with all other Committee members being elected annually.

### **9.3. Technical Group Responsibilities**

Technical Groups must at a minimum:

- Hold an annual committee election by March each year to establish the coming year's Technical Group Committee and advise the Executive Officer of the outcomes by the end of March.
- Prepare an annual plan of events and activities from January to December each year to be submitted to the Executive Officer by the end of November prior.
- Organise and deliver events and activities with a lead time of at least 8 weeks lead time to allow for effective organisation and marketing of the event and maximise attendance.
- Prepare and provide event reports and content for communication to members.

- Where applicable, identify and nominate ACA members for positions on standards committees or other similar, related bodies.
- Where applicable, provide a forum for members of the Technical Group to comment on standards, such that the Technical Group Standards Committee Representative can represent the ACA's position regarding standards.
- Prepare an annual activity report and/or impact statement by the end of February of each year regarding the Technical Group's activities throughout the calendar year to be incorporated into the ACA's Annual Report.

#### **9.4. Formation of Technical Groups**

Any Member, or group of Members, of the ACA may make endeavours towards the formation of a new Technical Group by application to the Executive Officer.

If the proposed Technical Group is related to the purpose of an existing Technical Group, the Executive Officer will consult with the members of both groups to determine if the groups interests can be conducted under the charter of the existing Technical Group.

Creation of a Technical Group will occur when the Executive Officer approves a Charter for that Technical Group setting out the operation (appointing members, purpose, processes, activities, and responsibilities) of the Technical Group. The Executive Officer will assign the appropriate resources where necessary to develop a new charter to support operations of Technical Groups.

The creation of Technical Groups require approval from the Board via update of these Bylaws. This approval will occur following consultation with the Executive Officer over its viability.

##### **9.4.1. Executive Officer Management of Technical Group Committees**

Where the Executive Officer is satisfied that a Technical Group Committee has:

- failed to provide good governance of the Technical Group affairs (in line with these Bylaws); or
- repeatedly failed to comply with these Bylaws or any other reasonable direction of the Board or Executive Officer

the Executive Officer may take temporary control of a Technical Group's affairs by:

- suspending any Technical Committee member or officer; or/and
- appointing a member to fill a vacancy in any office of the Technical Group Committee, including those created by member suspension.

Before making taking control of Technical Group affairs, the Executive Officer must consider what steps the Technical Group members have taken to address and remedy any difficulties underlying the failure.

#### **9.5. List of Technical Groups**

The ACA Board has approved the following special interest Groups:

- Water and Wastewater Technical Group.
- Oil and Gas Technical Group.
- Concrete Structures Technical Group.
- Applicator Technical Group.
- Coatings Technical Group
- Defence.
- Cathodic Protection (Australian Electrolysis Committee).

#### **9.6. Dissolution of Technical Groups**

At any time that the number of affiliated Members is no longer adequate for satisfactory working of a Group, the Board may dissolve the Group via notice to the members and update of the Bylaws.

Prior to dissolution of a Group, the Board will conduct appropriate consultation with the impacted Members.

## **10. Working Groups**

### **10.1. Purpose of Working Groups**

The purpose of Working Group is to advance the ACA's vision, objectives and agenda, via groups of members with shared technical interests and experience. Working Groups are expected to encapsulate members from many Branches, rather than be a focus of a sole location.

Working Groups provide a forum for the development of Member networks, as well as the sharing and distribution of information related to the technical interests of ACA Members. Working Groups perform a short-term interest, task, or activity, which advances the objectives of the ACA, and is time-bound by its charter.

### **10.2. Operation of Working Groups**

The Executive Officer will approve a Working Group Charter, complying with these Bylaws, setting out the membership, purpose, processes, objectives, activities, responsibilities, and timeframe (include date of termination) of each Working Group.

#### **10.2.1. Working Group Membership**

Membership of each Working Group will be as designated by the Working Group charter. The minimum Working Group roles include:

- Chair.
- Vice Chair.
- Secretary.
- Other Committee members, as required.

Members shall serve for the duration of the Working Group. Where a casual vacancy exists, it can be filled by the Executive Officer.

### **10.3. Working Group Responsibilities**

Working Group's must at a minimum:

- Perform any activities as designated by their Charter; and
- Prepare an annual activity report and/or impact statement by the end of February of each year (or upon completion of the Working Group's activities in line with its Charter) regarding the Working Group's activities throughout the calendar year to be incorporated into the ACA's Annual Report.

### **10.4. Formation of Working Groups**

Any Member, or group of Members, of the ACA may make endeavours towards the formation of a new Working Group by application to the Executive Officer.

If the proposed Working Group is related to the purpose of an existing Working Group or Technical Group, the Executive Officer will consult with the members of both groups to determine if the groups interests can be conducted under the charter of the existing Working Group or Technical Group.

Creation of a Working Group will occur when the Executive Officer approves a Charter for that Working Group.

### **10.5. Dissolution of Working Groups**

Working Groups will terminate as determined by their Charter.

At any time that the number of affiliated Members is no longer adequate for satisfactory operation of a Working Group, the Executive Officer may dissolve the Group. Prior to dissolution of a Group, the Executive Officer will conduct appropriate consultation with the impacted Members.

## **11. Young Corrosion Group**

### **11.1. Purpose of the YCG**

The Young Corrosion Group (YCG) is a group of members established to provide a forum for professional interaction, support and networking for new and young corrosion industry personnel. The objective of YCG is to attract and retain new and young personnel to the ACA and provide opportunities for the development and engagement of future generations of ACA members.

### **11.2. Operation of the YCG**

The Executive Officer will approve a YCG Charter, complying with these Bylaws, setting out the processes, activities, and responsibilities of YCG, including the Branch YCG Coordinators and the YCG National Steering Committee.

#### **11.2.1. YCG Membership**

All Members of the ACA under the age of 35 are automatically members of the YCG (whether individual members or nominated representatives of a corporate member).

Any member in their first 5 years of their career may also be included in the YCG by the Executive Officer.

The Executive Officer may admit any other member to the YCG on application.

#### **11.2.2. YCG National Steering Committee**

The YCG National Steering Committee, consisting of each Branch YCG Coordinator (appointed in accordance with 7.2.1), will act to coordinate activities of the YCG in Branches and nationally.

The YCG National Steering Committee will include the following roles:

- Chair.
- Vice Chair.
- Secretary.
- Other Committee members.

### **11.3. YCG Responsibilities**

The YCG will provides a range of programs and services that enhance the value of ACA membership.

- Professional and personal development presentations, workshops and seminars.
- Generational exchange activities (senior personnel networking with young personnel).
- Networking and social events.
- Opportunities for young personnel to have a voice in their professional association.

The YCG must, at a minimum:

- Prepare an annual plan of events and activities from January to December each year to be submitted to the Executive Officer by the end of November prior.
- Organise and deliver events and activities with a lead time of at least 8 weeks lead time to allow for effective organisation and marketing of the event and maximise attendance.
- Prepare and provide event reports and content for communication to members.
- Where applicable, provide a forum for members of the YCG to comment on issues affecting the industry and their engagement.
- Prepare an annual activity report and/or impact statement by the end of February of each year regarding the YCG's activities throughout the calendar year to be incorporated into the ACA's Annual Report.

## **12. Certification**

### **12.1. Purpose**

The community and industry have certain expectations of corrosion practitioners which extend to their competency, how they apply their competency, and how they conduct themselves professionally.

As the leading body for the handling and mitigation of corrosion and its impacts across Australasia, the ACA has established a certification scheme to assess the knowledge and experience of corrosion practitioners, and to assure professionalism in practice.

ACA Corrosion Technician / Technologist Certification is intended to uphold these expectations and protect the community and industry by ensuring a high standard of practice.

### **12.2. Responsibilities**

The Board will approve a Certification Guide governing such a certification scheme, complying with these Bylaws, and setting out the certification requirements (including competency requirements), application and assessment processes, and governance of ACA Corrosion Technician / Technologist Certification. Changes to the Certification Guide require approval of the Board.

The Executive Officer will approve procedures and/or processes for the administration of ACA Corrosion Technician / Technologist Certification, including fees associated with application, certification, recertification, reinstatement or otherwise.

Application for Certification is open to both Members and non-members of the ACA.

#### **12.2.1. Categories**

Certification, according to the Certification Guide, will recognise two categories of corrosion practitioner:

- Corrosion Technician – a person who has gained underpinning knowledge of corrosion, has at least three years relevant work experience and can demonstrate the required competencies.
- Corrosion Technologist – a person who has gained underpinning knowledge of corrosion, has at least five years relevant work experience and can demonstrate the required competencies.

#### **12.2.2. Continuing Professional Development**

The Board will approve a Continuing Professional Development Policy outlining requirements of Continuing Professional Development (CPD) for ACA Corrosion Technician / Technologist Certification holders.

If a certified Corrosion Technician / Technologist fails to meet the mandated CPD requirements, the Executive Officer may revoke certification and must provide written notice to the person.

#### **12.2.3. Re-Certification**

Certification will be ongoing provided the required CPD has been met and recertification fees paid.

If certification lapses, a person will need to apply for reinstatement in accordance with procedures and/or processes approved by the Executive Officer.

### **12.3. Post Nominals**

Upon certification, and a person is entitled to use the following postnominals:

- Certified Corrosion Technician: CCTn
- Certified Corrosion Technologist: CCTt

#### **12.3.1. Unauthorised Use of Certification Title or Post Nominals**

Unauthorised use of the ACA Certification titles or post-nominals is not permitted. Any Member who contravenes this Bylaw, including using ACA Certification titles or post-nominals without authorisation, may face disciplinary action under Bylaw 6.9 in addition to any other applicable legal sanction including, for example, for breach of the Australian Competition and Consumer Act 2010 (Cth) or other applicable legislation.

## **13. Council**

### **13.1. Purpose of the Council**

The purpose of the Council is to act as a strategic and policy advisory body to the Board.

To achieve this purpose, the Council shall provide a conduit for the exchange of information between industry, the Branches and the ACA, and shall provide a mechanism through which views regarding issues facing the industry can be shared between the Branches.

#### **13.1.1. Information Conduit Role**

The Council serves to provide a conduit for the exchange of information between the Branches and ACA management, and a forum for discussion around key issues affecting members.

In addition, the Council acts as a representative body of members who may be called on by the Board to provide:

- a) advice to the ACA Board on issues affecting the industry and the implications these carry for the services which the ACA should be offering members and the wider industry;
- b) a sounding board for discussion on strategic issues that impact on the corrosion mitigation sector;
- c) a mechanism through which the Board's views regarding issues facing the industry can be shared with Branches.

### **13.2. Operation of the Council**

The Board may approve a Council Charter, complying with these Bylaws, setting out the operational processes of the Council.

#### **13.2.1. Council Membership**

The Council shall consist of:

- A President, Vice President, and Junior Vice President (appointed by the Board in accordance with Section 14 of these Bylaws).
- Two Councillors from each Branch (appointed by the members annually in accordance with Section 7.2.1 of these Bylaws).

The Executive Officer and Board Chair will be invited to attend all Council meetings.

The Council may exercise any of its powers and functions notwithstanding that any appointments to its membership may not at any time have been made and notwithstanding any vacancy amongst its members.

In the event of a Council member being unable for any reason to attend a Council meeting, the Branch who appointed them to the Council may, by writing to the Council President, appoint an alternate to act in their stead. Alternates are not available for the Council President, Vice President, or Junior Vice President.

In the event of a casual vacancy occurring in the Council, the vacancy shall be filled by the Branch or Board making the original appointment which has become vacant, and the Council member so appointed shall hold office for the unexpired term for which the Council member's predecessor was appointed.

If a Councillor is elected as a Board member, that person must stand down as a Councillor.

#### **13.2.2. Council Meetings**

Council meetings shall be at a time and place as scheduled by the Council President.

The President shall give no less than 14 days' notice of the time and place of each Council Meeting and of the business to be transacted at the meeting. The accidental omission to give notice of a meeting to, or the nonreceipt of notice of a meeting by, any Council member shall not invalidate the proceedings at any Council Meeting.

At a Council Meeting the President if present, or in the President's absence a Vice President, and in their absence a member of the Council chosen by those present, shall preside as Chair at that meeting.

The Executive Officer shall ensure that minutes of every Council meeting are kept and that copies of the minutes are provided to every Council member and to each member of the Board.

## **14. Council President and Vice Presidents**

### **14.1. Role**

The President is the ACA member responsible:

- Chairing the Council as required by Section 13 of these Bylaws.
- Chairing the Nominations Committee, as required by Section 15 of these Bylaws.
- Mentoring the Council Vice Presidents.

The Vice President and Junior Vice Presidents role is to support the Council President in their duties and provide succession planning over a three-year period.

The roles of the President and Vice Presidents will be to represent all Members. They cannot act as representatives of their respective Branches at the Council.

A Position Description for Council President and Vice Presidents shall be approved by the Board.

### **14.2. Appointment**

The Council President and Vice President will be appointed by the Board for a term of 12 months. It is expected that the Vice President will be appointed to President, and the Junior Vice President be appointed to Vice President, in each year, providing a continuation of service over three years.

By 31 October each year, the Council will advise the Board of:

- A suitable member candidate for the appointment to the position of Junior Vice President.
- Confirmation that the current Junior Vice President is suitable and willing to be appointed Vice President, and the current Vice President is suitable and willing to be appointed President.

The Board will review the suitability and eligibility of candidates and appoint the proposed candidates at its discretion.

Procedures for identification and nomination of Council President and Vice Presidents shall be approved by the Board.

### **14.3. Eligibility**

The President and Vice Presidents must be ACA members in good standing, drawn from separate Branches. Candidates will preferably have had previous experience as a Council Member or a Board Member of the ACA.

The Council President and Vice Presidents cannot:

- Hold the office of either Branch President or Vice President or Branch Councillor (but may be members of their Branch Committee).
- Hold a position on the ACA Board.
- Be the Executive Officer or a paid member of ACA staff.

## **15. Nominations Committee**

### **15.1. Purpose**

The Board shall establish a Nominations Committee which will:

- consider, assess and approve candidates for election as Elected Directors based on the requirements in Constitution clause 27 and any additional eligibility criteria determined by the Nominations Committee and approved by the Board; and
- perform any other functions and responsibilities as prescribed in the Constitution or as determined by the Board from time to time and set out in the committee's terms of reference.

## **15.2. Responsibilities**

The Nominations Committee is responsible for the following:

- a) in conjunction with the Governance Committee, assessing what the necessary and desirable skills and competencies are for Board members, and the extent to which they are currently represented on the Board in light of any Board Skills Matrix maintained by the Board;
- b) seeking out potential candidates for the Board from amongst the membership, ahead of their consideration and election of candidates by the Council;
- c) assessing potential candidates against the necessary and desirable skills and competencies for Board members.

The Nominations Committee shall assess the suitability of candidates against skills and competencies requirement criteria provided by the Board (Bylaw 16.6) and the eligibility criteria set out in these Bylaws (Bylaw 16.3) and provide an opinion regarding whether each candidate meets these requirements or otherwise. As part of this assessment, the Nominations Committee must meet with all candidates in person or electronically.

Whether the candidate has applied independently or was identified by the Nominations Committee, the Nominations Committee must consider all candidates which apply for any Board or Committee position equally and without prejudice.

The role of the Nominations Committee is not to recommend a preference for a particular candidate(s) outside of assessment against criteria described herein.

## **15.3. Composition and Operation**

The Nominations Committee shall consist of:

- The President and Vice Presidents of the Council;
- The Board Chair; and
- The Chair of the Board's Governance Committee.

If either the Board Chair or Chair of the Board's Governance Committee are facing re-election within the next 12 months and they are eligible to renominate for the Board, their Nominations Committee position will pass to an independent (non-member) Director or, if there is no independent Director, the longest standing Director who is not also facing re-election.

The Council President will Chair the Committee.

The Executive Officer may attend Committee meetings.

The Nominations Committee may, at its discretion, call on or invite other members (including Directors and Councillors) or external advisors, as required to carry out its responsibilities.

The Nominations Committee shall meet at least two times per year, and more frequently if required.

## **15.4. Relationship to other ACA Governance Bodies**

Nominations Committee minutes will be provided to the Board for noting.

The Nominations Committee will provide a written and verbal report to Voting Members, related only to candidates nominated for the Board, one month ahead of any election of Directors.

The Nominations Committee will also provide reporting to Board Committees on nomination matters which may have been delegated to it, or which are relevant to those bodies. These reports may be verbal.

## **16. Election to the Board**

### **16.1. Call for Nominations**

The Board Chair shall call for nominations from members of the ACA for election to Board membership in such a manner as the Board determines from time to time. This clause does not apply to persons appointed by the Board to fill casual vacancies or to independent Board members.

### **16.2. Nomination Process**

Nominations must be made and seconded by a member of the ACA and shall be accompanied by a nomination form and a statement signed by the candidate describing their relevant skills, qualifications and attainments which make them fit for election.

The nominations shall be made to the Nominations Committee and sent to the ACA Secretary, who shall forward the nomination and candidate statements of every person nominated to all members of the Nominations Committee.

### **16.3. Criteria for Persons Nominating for the Board**

To be eligible to be a Director, a member must meet the following requirements:

- Be at least 18 years of age.
- Have the skills, knowledge and experience needed to comply with the governance requirements of Australian Charities and Not-for-profit Commission.
- Consent in writing to taking on the role and responsibilities of a director.
- Not be on the ASIC register of banned directors.
- No Board member may be an employee of the ACA.
- Have been a financial member of the ACA for at least 12 months prior to nomination.

In addition, each nominee should:

- a) have an understanding of and commitment to the objects of the ACA;
- b) have a knowledge and understanding of the obligations of Board members under the Corporations Act 2001 (Cth), the Australian Charities and Not-for-profit Commission Act (Cth) 2012 and other relevant legislation;
- c) ensure that they are in a position to allocate the time required of them to fulfil their role as a Board member; and
- d) possess appropriate qualifications, expertise and/or experience as the Board from time to time determines is necessary or desirable.

### **16.4. Assessment of Candidates**

Following due diligence (in accordance with Bylaw 15), the Nominations Committee will determine whether a person satisfies the criteria contained in Bylaw 16.3. Candidates that fail to meet the criteria will be ineligible to stand for election.

Information provided to members ahead of an election will include a statement that the candidate has been assessed by the Nominations Committee and that the Nominations Committee:

- a) considers the candidate is eligible to stand as a director of the ACA, based on the criteria contained in Bylaw 16.3; and
- b) considers the candidate has or does not have the skills and competencies required for the Board at this time, as defined by Bylaw 16.6.

## 16.5. Election

### 16.5.1. Election Process

If the number of nominees who satisfy the criteria contained in Bylaw 16.3 is equal to the number of vacancies on the Board, the nominees will be deemed appointed into the vacancies without an election process.

If the number of nominees exceeds the number of vacancies on the Board, election of directors will be performed by secret ballot of the Voting Members of the ACA. The ACA Secretary will prepare an electronic ballot process showing the names of all candidates, their candidate statements, and any assessment required by Bylaw 16.4. All Voting Members will have the opportunity to vote for each of the vacancies in a secret ballot. The Board will appoint a returning officer, who shall report the result to the ACA Board Chair and ACA Secretary. The electronic ballot shall be open for at least 14 days.

If the appointment of any candidate would cause Section 24 of the Constitution to be broken, the next highest polling candidate shall be elected.

The successful nominees will be appointed into the vacancies.

### 16.5.2. Failure to Elect Directors

Once the election process has been completed, if there remains a vacancy for whatever reason, there will be a further call for nominations process to fill the vacancy, with the election to be scheduled within 2 months. If a vacancy persists after a second call for nominations, the Board may appoint a member to fill this casual vacancy.

## 16.6. Skills Matrix

The Board shall maintain a skills matrix showing:

- a) the collective governance skills required to effectively govern the ACA. This skill set shall be reviewed by the Board against best practice from time to time;
- b) the skills set of Board members who are not up for election; and
- c) the skills gaps with respect to the skills needed in Board members who are to be elected.

The Skills Matrix received from the Board will provide advice to Nominations Committee on the right mix of competencies needed for the effective governance of the ACA.

## 16.7. Dates and Terms

The election will be held annually in the lead up to the AGM, with the results declared at the AGM.

A term of an Elected Director is three years from the close of the Annual General Meeting at which their election is declared or announced, or until the end of the third following Annual General Meeting.

## 16.8. Timeline for Director Elections

The timeline for the election process will be as per Table 1.

Table 1: Timeline for Director Election

Matter	Timing	Responsibility
Election materials finalised	At least 11 weeks prior to election	ACA Secretary, Nominations Committee
Distribute Call-For-Nomination materials	At least 10 weeks prior to election	ACA Secretary
Nomination period	At least 4 weeks	
Skills Matrix updated		Nominations Committee, Governance Committee
Due diligence conducted on nominees – Refer Bylaw 15	Once nominations have been received	Nominations Committee ACA Secretary
Election Opens to Members. Valid nominations sent to members along with Nominations Committee due diligence report	At least 4 weeks prior to election close.	ACA Secretary

Election Close and Outcomes Assessed		ACA Secretary
Successful nominees advised	AGM	Nominations Committee
Non-successful nominees advised	AGM	Nominations Committee

## 16.9. Appointment of Appointed Directors

The Board may appoint, by resolution of the Board, up to two Appointed Directors who have capabilities to fill gaps in the expertise of the elected members which the Board may perceive. The use of the Board Skills Matrix, as outlined in Section 16.6, will apply to the selection of independent Directors also.

Once the skills gap is identified, the ACA Secretary will arrange for a public call for an Appointed Director. Due diligence will be conducted on the pool of candidates to ensure they meet the fit and proper persons criteria as outlined in Section 16.6, including, but not limited to, an interview process.

Appointed Directors may be appointed to the Board for a period of up to two years before reappointment and may not serve for a period of longer than six years consecutive years.

## 16.10. Appointment of Casual Vacancies

If a member Director finishes their appointment prior to the end date of their appointment, the Board may fill the position by way of a casual vacancy appointment. The Board may opt to appoint any eligible member to the casual vacancy, however may also advertise for candidates by adopting a process in accordance with Table 2.

Table 2: Process for appointment of casual vacancy

Matter	Timing	Responsibility
Advise Nominations Committee of the vacancy and the intention for the Board to fill the vacancy		Board Chair
Call for Nomination materials finalised		ACA Secretary, Board Chair
Post Call for Nominations materials		ACA Secretary
Advise Members of call for nominations		Executive Officer
Nomination period	At least 2 weeks	
Due diligence conducted on nominees, including shortlist and interview candidates	Once nominations have been received	Nominations Committee, ACA Secretary
Recommendation to the Board the appointment to fill the casual vacancy		Nominations Committee
Board appoints nominee up to the next AGM		Board
Successful nominees advised	Within 2 days of resolution	ACA Secretary
Non-successful nominees advised	Within 2 days of resolution	ACA Secretary

## 17. Board Chair

### 17.1. Role

The Board Chair is appointed by the Board annually, following the first Board meeting after the Annual General Meeting, to lead the Board, liaise with Council and manage the Executive Officer.

### 17.2. Responsibilities

The responsibilities of the Board Chair shall be documented in the Board Charter.

### **17.3. Election of Board Chair**

At the first Board meeting after the next Annual General Meeting, the previous Chair opens the board meeting and hands over to the Secretary to run the election process. If the previous Chair is no longer a current Director, the ACA Secretary will open the meeting and then commence the election process.

- a) The ACA Secretary will call for nominations from the meeting for the role of ACA Board Chair for a term of up to the first Board meeting after the Annual General Meeting.
- b) Directors may nominate themselves for the role of Board Chair, or alternatively a Director may nominate another Director for the role of Board Chair.
- c) If a Director is nominated by another, the ACA Secretary will confirm if the nominee accepts the nomination.
- d) The Secretary continues the calls until there are no further nominations from the meeting.
- e) If at this stage there is only one nomination for Board Chair, that Director is confirmed in the role up to the first Board meeting after the Annual General Meeting by way of a board resolution. The meeting continues with the new Chair taking charge of the meeting.
- f) If at this stage there are two or more nominations, the Secretary provides an opportunity for each nominee to address the board. The order for the presentations is the same as the order the nominations were received. Note that the Board may choose to reconvene to a later date for the purpose of hearing the nominees' addresses.
- g) Once each nominee has had the opportunity to address the Board, the ACA Secretary will conduct a confidential ballot. When an outcome is achieved, that Director is confirmed in the role of Board Chair up to the first board meeting following the AGM by way of a board resolution.

If there is a need to appoint a Board Chair outside of this normal cycle due to a resignation or extended leave, then this same process is followed with the appointee being in the role up to the first board meeting following the AGM.

### **17.4. Removal of Board Chair**

The Board may terminate the appointment of the Board Chair.

Once the Board Chair role is vacant, the Election of Board Chair process is followed to elect a new Board Chair.

### **17.5. Term Limit**

A Director may serve as Board Chair for a maximum of six years.

### **17.6. Board Vice Chair**

The Board will appoint a Director to the position of Board Vice Chair to assist the Board Chair and facilitate the appropriate governance and administration of the Board. The process for appointment will follow Bylaw 17.3.

Bylaw 17 will also apply to a Vice Chair.

## **18. Board**

### **18.1. Purpose of the Board**

The Purpose, Duties, and Responsibilities of the Board are to be outlined in a Board Charter as approved by the Board. The Board Charter shall be consistent with Clause 35 of the Constitution. These Bylaws may be amended in accordance with Bylaw 22.

The Board may appoint an Executive Officer to manage the affairs of the ACA in accordance with Bylaw 19.

### **18.2. Board Committees**

The Board may establish committees and working groups to address aspects of its role as it sees fit.

The Board shall approve a Charter, which outlines the Purpose, Objectives, Duties and Membership of each Board Committee.

The Board appoints members of each of its committees annually, and where appropriate, also appoints external members. The Board may appoint persons who are not Board members to these committees. The Board shall designate a person to chair of each committee which it creates.

All committees shall report back to the full Board at their earliest opportunity and may recommend a course of action to the Board, but no committee shall have power of its own to commit the ACA to the course of action.

### **18.2.1. Approved Board Committees**

The Board has established the following committees:

- Finance, Audit and Risk Management Committee (FARMC)
- Governance Committee (GovCom)
- Education and Training Committee (ETC)
- Membership and Advocacy Committee (MAC)
- Nominations Committee (as per Bylaw 15).

## **19. Executive Officer**

### **19.1. Executive Officer Appointment and Role**

The Board may appoint an Executive Officer to manage the affairs of the ACA.

The Executive Officer shall attend all meetings of the Board but has no voting rights.

The Executive may be a member or a non-member of the ACA. If the Executive Officer is a member, they may not hold any role as a Board member, a Council member, or a Branch Committee member. Should a newly appointed Executive Officer be a current member of the Board or the Council or a Branch Committee, the appointment shall create an immediate vacancy which shall be filled as soon as possible by (as appropriate to the vacancy) the Board or the Branch Committee.

The Board shall determine the duties and remuneration of the Executive Officer and shall review them at not more than 5 yearly intervals.

### **19.2. Delegations of Authority**

The Board shall create the relevant documentation to hire, guide, and review the Executive Officer's role. This can be adjusted in concert agreement with the Executive Officer where necessary.

The Board shall determine the scope of the Executive Officer's responsibilities, both financial approval limits and non-financial approval considerations, to aid clarity regarding the delegations between the Executive Officer, the Board Chair, Board Committees and the Board.

## **20. Awards of the ACA**

Perpetual awards of the ACA are as approved by the Board in these Bylaws.

No awards shall be presented in the ACA's name unless as allowed for these Bylaws.

### **20.1. Corrosion Medal**

The Corrosion Medal is the Australasian Corrosion Association's most prestigious award.

The Executive Officer will approve Award Guidelines, complying with these Bylaws, as required for administration of this award. Such guidelines may include the type of information required to support an application, processes for considering nominations, and processes for announcement of award.

#### **20.1.1. Award Criteria**

The Medal shall be awarded for outstanding scientific or technological work in the field of corrosion in Australasia. Meritorious contributions in Australasia to the mitigation of corrosion shall also be a basis for the award.

The recipient does not necessarily have to be a member of the Australasian Corrosion Association.

The award need not necessarily be made every year and shall never be made more frequently than once per year.

No person shall be awarded the Medal more than once.

#### **20.1.2. Award Committee**

The Medal Committee shall consist of the Council President, the Executive Officer and the Branch Presidents. The final selection of the Medallist is the sole prerogative of the Council President.

The nomination of candidates for the Medal and the selection of the Medallist are confidential matters and the responsibility of the Medal Committee.

#### **20.1.3. Procedure**

Call for nominations shall be distributed to Branch Presidents by the Executive Officer in February each year.

Final nominations should be received by the Executive Officer no later than 31 July.

Final decision on the Medallist should be made by 30 September.

### **20.2. YCG Award**

The YCG Award is awarded to an ACA member under the age of 35 who has provided a notable and significant contribution towards the ACA and to the field of corrosion.

The Executive Officer will approve Award Guidelines, complying with these Bylaws, as required for administration of this award. Such guidelines may include the type of information required to support an application, processes for considering nominations, and processes for announcement of award.

#### **20.2.1. Award Criteria**

This Award is open to any ACA member under the age of 35 (at time of nomination closing) who has provided a notable and significant contribution towards the ACA and to the field of corrosion.

"Significant contribution" can be in a range of areas, ranging from academic publications and activities to ACA activities (governance, membership, fundraising, event organisation, YCG, etc.), to corrosion education, to high quality professional activities (including following and promoting industry best practice or outstanding research) and to other activities aligned with the ACA and YCG's mission goals.

Although hard to quantify; enthusiasm, initiative and leadership qualities are to be strong considerations.

The award need not necessarily be made every year and shall never be made more frequently than once per year.

No person shall be awarded the Medal more than once.

The recipient must be a current member of the Australasian Corrosion Association.

#### **20.2.2. Award Committee**

The Judging Panel shall consist of the Council President, the Executive Officer and the Branch Presidents. The final selection of the Medallist is the sole prerogative of the Council President.

The nomination of candidates for the YCG Award and the selection of the award are confidential matters and the responsibility of the Judging Panel.

#### **20.2.3. Procedure**

Call for nominations shall be distributed to Branch Presidents by the Executive Officer in February each year. Award candidates can be nominated by each Branch Committee and by the YCG Committee.

Final nominations should be in the hands of Executive Officer no later than 31 July.

Final decision on the Award should be made by 30 September.

### **20.3. Technical Publication Awards**

The following awards have been established to recognise the best paper presented under the auspices of the ACA (e.g. published as part of the Annual ACA Conference Proceedings, at a Technical Seminar, or in another ACA publication) either in print or digitally, in a range of categories.

Each calendar year, all technical papers published will automatically be under consideration for any awards they are eligible for (no further nomination is required).

The Executive Officer will approve a Technical Publication Awards Committee Charter, complying with these Bylaws, setting out the processes associated with the awards detailed herein, including establishing and appointment of an Awards Committee, criteria for each award, processes for assessment and award, including required dates.

#### **20.3.1. The David Whitby Best Review Paper Award**

The David Whitby Best Review Paper Award will be awarded to the best review paper published during the award period.

The paper should include a wide and (if possible) a critical analysis of published material related to the topic and should concisely summarise what the challenges are in the topic and the areas that may be considered for future research.

#### **20.3.2. The Marshall Fordham Research Paper Award**

The Marshall Fordham Research Paper Award will be awarded to the best research paper published during the award period.

The paper should represent an original and novel work, and demonstrate an advance on work already published, and should satisfy the expectations of a scientific research paper (with respect to containing a literature review, experimental method and data, and suitable discussions and conclusions).

#### **20.3.3. The Arthur C Kennett Award**

The Arthur C Kennett Award will be awarded to the best paper that deals with corrosion or degradation of non-metals such as polymers, polymeric coatings, composites and concrete, published during the award period.

The paper could be a review of published material, or describe the results of original and novel research work, or detail a relevant case study, however, must relate specifically to a non-metallic material.

#### **20.3.4. The Les Boulton Case Study Award**

The Les Boulton Case Study Award will be awarded to the best-case study published during the award period.

### **20.4. Other Awards**

From time to time, the Executive Officer may instigate other ACA awards that may or may not be ongoing. The Executive Officer will advise the Board of any award they have instigated. Such current awards include:

- The Victor Nightingall Award – Administered by the Coatings Technical Group
- The Golden Trowel Award – Administered by the Applicator Technical Group
- The Rust Award – Administered by the Applicator Technical Group
- The Aude Sapere (ACA Training Commitment) Award – Administered by the ACA Executive Officer
- The Brian Cherry Award (for post-graduate and final year undergraduate research students).

A member, or group of members (e.g. a branch, technical group etc.) may petition the Executive Officer to instigate such an award.

## **21. Attendance at Meetings of ACA**

A member shall be regarded as present at any meeting if the member is linked by telephone or video conference with the meeting Chair and other meeting attendees, whether attending as a group at a meeting, or being members, each alone or as groups, at several locations.

## 22. Changes to these Bylaws

These Bylaws may be amended or repealed by the Board from time to time.

The Board will provide Members with 28 days' notice of any proposed material changes to the Bylaws prior to the changes being implemented.

The current Bylaws will be made available to Members on the ACA's website.

### Version Control

Version	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.0	Establishment				23 Sep 2014
1.1	Revision of clause 1.3d			Board	29 Nov 2014
1.2	Revision of clauses 1.3b, 1.3f and 7a			Board	20 May 2015
1.3	Revision of clauses 4a and 4c	Board and Branches		Board	31 Mar 2016
1.4	Revision of clauses 1.1, 1.2, 1.3, 1.4, 3.1, 3.2, and 5.6			Board	Nov 2019
2.0	Major rewrite of Bylaws	GovCom	During 2023	Board	24 Feb 2024
2.1	Revision of clauses 6.6 and 11.2.1	GovCom	Jun 2024	Board	20 Jun 2024
2.2	Rewrite of clause 12 re updated Certification Scheme	ETC and GovCom	Oct 2024	Board	10 Nov 2024
3.0	Redraft for new Constitution	GovCom	Nov 2025	Board	19 Nov 2025