

# LA TROBE UNIVERSITY CENTRE FOR DIALOGUE

## Constitution

---

### 1. INTERPRETATION

“**Academic Board**” means the Academic Board of the University.

“**Board of Management**” means the executive committee of the Centre referred to in clause 4 of this Constitution.

“**Centre**” means the La Trobe University Centre for Dialogue.

“**Director**” means the person appointed pursuant to clause 5 of this Constitution.

“**Faculty**” means the Faculty of Humanities and Social Sciences of the University.

“**members**” means the foundation members nominated in this Constitution and any individuals subsequently admitted to membership by the Board of Management

“**University**” means La Trobe University.

“**Vice-Chancellor**” means the Vice-Chancellor of La Trobe University.

### 2. STATEMENT OF AIMS

2.1 The aims of the Centre are :

- (1) To function as an inter-cultural research centre, drawing on a great many religious and cultural traditions, and bringing together the insights of many disciplines, in particular international relations,, politics, history, political economy, law, philosophy, sociology, anthropology, religious studies, and cultural studies.
- (2) To promote pure and applied research of international standing that addresses the challenges and opportunities presented by cultural, religious and political diversity and conflict – locally, nationally, regionally and globally;
- (3) To research the theory and practice of civilization dialogue;
- (4) To promote better understanding of globalisation and governance issues in the context of cultural and religious diversity in primary and secondary schools, and in institutions of higher and continuing education;

- (5) To conduct international networking, exchanges and co-operative projects, on civilisational dialogue, with the emphasis on Asia-Pacific perspectives;
- (6) Develop agreements with universities, research centers and institutions around the world for the exchange of information, the exchange of appropriate students and staff for study and research purposes (with the provision of scholarships) for the promotion of collaborative research, the exchange of distinguished academic visitors, organizing programs of lectures by distinguished visiting scholars, around the general theme of inter-cultural/inter-civilisational dialogue;
- (7) To foster interaction and dialogue between scholars, research institutes, think-tanks, religious leaders, and representatives of a number of important constituencies, including government, industry, international organisations (eg. UNESCO and other UN agencies);
- (8) To provide advice and policy analysis to government and non-government bodies while ensuring that the Centre remains totally independent of any government;
- (9) To promote the teaching and research activities (including postgraduate training) of members of staff and students of the University in the field of inter-cultural and international dialogue, especially in the context of globalisation
- (10) To promote the training of postgraduates in research in the field of international dialogue;
- (11) Disseminate within the broader community the results of the latest research in inter-cultural and international dialogue through publications as well as lectures, forums, conferences, symposia, workshops and seminars;
- (12) To do all such things as are incidental or conducive to the attainment of the above aims.

### **3. STRUCTURE OF THE CENTRE**

3.1 The structure of the Centre will be as set out in this Constitution.

### **4. BOARD OF MANAGEMENT**

4.1 The Board of Management shall be responsible for the management and operations of the Centre and shall be strictly bound to conduct itself according to the provisions of this Constitution always subject to the existing legislation, policies and procedures of the University.

- 4.2 Without limiting clause 4.1, the Board of Management shall be responsible for:
- (1) overseeing the administration of the Director;
  - (2) ensuring that the funds of the Centre are expended in a proper manner;  
and
  - (3) receiving and approving the annual report of the Centre and submitting it to the Academic Board through the Board of the Faculty.
- 4.3 Subject to clause 4.1 the Board shall conduct its own proceedings.
- 4.4 The Board of Management shall consist of:
- (1) Chairperson (who must be an Ordinary Member) appointed by the Academic Board.;
  - (2) Deputy Chairperson (who must be an Ordinary Member) appointed by the Academic Board;
  - (3) The Director of the Centre (who must be an Ordinary Member) appointed by the Academic Board.
  - (4) Up to twelve additional members appointed by the Academic Board.
- 4.5 The Board of Management shall only include members of the Centre. Ordinary Members must constitute a majority of the members of the Board of Management.
- 4.6 The Board of Management may establish from time to time such sub-committees as it considers necessary to assist or make recommendations to it in respect of the Centre's activities.
- 4.7 The Board of Management through the Board of the Faculty must submit an annual report to the Academic Board, by 31 May in each year, on the operations of the Centre for the previous calendar year. The annual report shall include a financial statement of funds received and expended.
- 4.8 Unless otherwise provided in this Constitution the term of membership for each Board Member shall be two years provided that a Board Member's term may be extended.
- 4.9 The Board of Management shall be accountable to and report to the Academic Board through the Dean of the Faculty.

## **5. DIRECTOR**

- 5.1 There shall be a Director of the Centre who is a member of the Board of Management, and a member of the academic staff of the University.

- 5.2 The Director shall be accountable to and report to the Academic Board through the Dean of the Faculty.
- 5.3 The Director shall be responsible for the overall financial and academic administration of the Centre and for the day to day activities of the Centre in accordance with the legislation, policies and procedures of the University and the academic and research objectives of the University.
- 5.4 Without limiting clause 5.3, the Director shall be responsible for:
- (1) managing the day to day functioning and administration of the Centre;
  - (2) administering the funds available to the Centre subject to the approval of the Board of Management; and
  - (3) preparing the annual report of the Centre and other relevant reports.
- 5.5 The Director may delegate any power, function or authority pertaining to the operation of the Centre to an appropriately qualified person or committee but may not delegate his/her power of delegation.

## **6. FINANCING**

- 6.1 Finance for the Centre shall derive either from funds available to the Faculty or from outside sources such as private, corporate or philanthropic bodies and government bodies or agencies as well as donations.
- 6.2 The financial management of the Centre shall be governed and controlled by the legislation, policies and procedures of the University.
- 6.3 Any variation of financial procedures shall be subject to and conditional upon the approval of the University Secretary of the University.

## **7. MEMBERSHIP**

The Centre shall consist of:

### **7.1 Ordinary Members**

There will be two categories of Ordinary Members:

- (1) Members of the Academic staff of the University who are engaged in teaching and research in areas related to the aims of the Centre (“related areas”) and who signify in writing that they wish to be members and are approved by the Board of Management.
- (2) La Trobe University post-graduate students engaged in research in related areas, who signify in writing their desire to be members and are approved by the Board of Management.

### **7.2 Student Members**

Post-graduate students enrolled at other universities who are engaged in research in related areas who signify in writing their desire to be members and are approved by the Board of Management.

### **7.3 Associate Members**

Academic staff of other universities who are engaged in research in related areas and staff, officers or other nominees of the Centre's community partner organisations who are co-opted by the Board of Management as members. Associate Members may be co-opted for a term of two years in the first instance. Associate Members may be co-opted for further terms on the recommendation of the Board of Management.

### **7.4 Honorary Members**

The Board of Management may from time to time invite such persons as it considers would assist the Centre to further its objectives to be honorary members.

## **8. OBLIGATIONS OF THE MEMBERS OF THE CENTRE**

**8.1** Every member of the Centre upon being admitted to membership of the Centre agrees to use his/her best endeavours:

- (1) To comply with the terms of this Constitution;
- (2) To comply with the University's legislation, policies and procedures;
- (3) To arrange, promote, co-ordinate and co-operate in programmes for inter-cultural and international dialogue research;
- (4) To engage in joint research programmes in inter-cultural and international dialogue research: and
- (5) To apply for, tender for and initiate research funding in international dialogue research for the Centre in Australia and overseas.

**8.2** A member may be expelled or suspended if in the opinion of the Board of Management the member has engaged in conduct which is prejudicial to the Centre's activities or in breach of this Constitution.

## **9. QUORUM**

**9.1** The quorum for a meeting of the Board of Management shall be five members at least two of whom must be Ordinary Members.

**9.2** The quorum for a special meeting or an Annual General Meeting shall consist of 30% of the membership of which at least 51% must be Ordinary Members.

## **10. MEETINGS**

**10.1** The Board of Management shall meet at least twice in each calendar year.

10.2 There shall be an Annual General Meeting of all members to discuss the annual report prior to its submission to the Academic Board through the Dean of the Faculty.

10.3 A Special Meeting shall be held within 14 days of receipt by the Chairperson of a written request setting out the reasons and signed by at least 50% of members.

## **11. GOVERNANCE**

11.1 The Board of Management shall implement the aims of the Centre as set out in this Constitution.

## **12. INTELLECTUAL PROPERTY AND ASSETS**

12.1 Any intellectual property in material developed by the Centre shall be owned by the University or as otherwise agreed to by the University in writing provided that nothing in this clause shall affect the rights of staff of the University under the University's legislation, policies or procedures relating to intellectual property.

12.2 Any assets acquired by the Centre shall vest in the University.

## **13. CATEGORIES OF MEMBERSHIP**

13.1 The Board of Management of the Centre may create different categories of membership and conditions of membership of the Centre and by unanimous resolution appoint members to the Centre.

13.2 A member may be appointed by the Board of Management to act as a representative of the Centre to obtain research projects or funds for the Centre or for any other purpose specified by the Board of Management.

## **14. CHANGES TO CONSTITUTION**

14.1 Any change to this Constitution must be recommended by the Board of Management to the Dean of the Faculty for approval before submission to the Academic Board through the Research and Graduate Studies Committee of the University.

14.2 A change to this Constitution will have effect only when the written approval of the Academic Board has been obtained.

## **15. APPOINTMENT OF STAFF, CONSULTANTS**

15.1 Any person appointed to work for the Centre shall be either staff employed by the University or persons employed by other organisations who are consultants pursuant to a written agreement between the University and the organisation.

15.2 Any person appointed to work for the Centre shall follow normal University procedures according to the basis of their engagement as set out in clause 15.1.

## **16 CONSULTING ACTIVITIES AND COURSES OR SEMINARS ATTRACTING OUTSIDE INCOME**

16.1 Any consulting activities or courses or seminars conducted by the Centre or members of the Centre acting as members of the Centre which attract outside income (being income not derived from any specific research funding source) require endorsement by the Board of Management and shall be subject to the normal requirements for the approval of the University.

## **17. CONTRACTS**

17.1 Members of the Centre have no authority to enter into contracts on behalf of the Centre or contracts which purport to bind the University unless the members have complied with all relevant legislation, policies and procedures of the University and have obtained the prior written approval of the Vice-Chancellor.

## **18. ETHICS APPROVALS**

18.1 A Member of the Centre conducting research which is associated with the Centre or through the Centre must obtain approval from the La Trobe University Human Ethics Committee, Genetic Manipulation Supervisory Committee and/or Animal Ethics Committee in accordance with the University's legislation, policies and procedures.