
CONSTITUTION OF THE

Research Centre for Greek Studies

PREAMBLE

The Research Centre for Greek Studies is formed within the context of strong relationships between La Trobe University and the Greek community over a long period. This includes relationships inside Australia and in Greece. The University is home to the Zisis Dardalis Archives, containing amongst other important work unique material on the migration of Greek people to Australia. The Centre will draw on this rich source of material when relevant to its research. The Centre for Greek Studies is thus founded in a substantial commitment by the University to this area of research, a commitment based in the determination of individuals and the Greek community to make this important research possible.

1 INTERPRETATION

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

“**Advisory Committee**” means the governing body of the Institute referred to in clause 4 of this Constitution.

“**RCGS**” means the Research Centre for Greek Studies whose constitution is in this document.

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

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

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

“**Members**” means the foundation members nominated in this Constitution and any individuals subsequently admitted to membership by the Dean or Director as specified in this constitution.

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

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

“**Deputy Vice-Chancellor (Research)**” means the Deputy Vice-Chancellor (Research) of La Trobe University.

2 STATEMENT OF AIMS

- 2.1 To be the leading Australian Centre for Academic research into matters relating to Greece and people of Greek heritage wherever they might live or have lived;
- 2.2 To develop high quality social science and humanities based academic research focussing on Greece and people of Greek heritage wherever they might live or have lived;
- 2.3 To use its research activities to contribute to the teaching of Greek Studies delivered by the Greek Studies program in the School of Historical and European Studies;
- 2.4 To promote and contribute to the supervision of Higher Degree research students in Greek Studies;
- 2.5 To disseminate the results of research undertaken within the centre to an academic and wider community;
- 2.6 To provide a site through which research relating to Greek Studies can be discussed and communicated to the academic and wider communities;

- 2.7 To collaborate with other research centres and researchers at La Trobe to ensure that the study of Greece and people of Greek heritage is undertaken within a broad context;
- 2.8 To collaborate with other research centres and researchers to enhance and promote allied research such as in diaspora studies and European studies.

3 STRUCTURE OF THE CENTRE

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

4 ADVISORY COMMITTEE

- 4.1 The Advisory Committee will 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 Advisory Committee will assist the Director and Dean by:
 - (1) advising on policy and strategy to meet the aims of Section 2 above;
 - (2) participating in the appointment and advising on the administration of the Director;
 - (3) advising, and assisting in reporting, on the management of resources;
 - (4) identifying potential new sources of funding for research pertaining to Greek Studies;
 - (5) receiving and endorsing the annual report of **RCGS** and submitting it to the Academic Board through the Dean and Deputy Vice-Chancellor (Research).
- 4.3 Subject to clause 4.1 the Advisory Committee will conduct its own proceedings and may hold meetings at two or more venues using any technology that allows all members of the Advisory Committee at the meeting an opportunity to participate therein..
- 4.4 Membership of the Advisory Committee will be as follows:
 - (1) There will be up to nine members, including the Director, the Deputy Vice-Chancellor (Research) and the Dean, or their nominees, a Director of a cognate research centre at La Trobe University, the convenor of the Greek Studies program and four people who are not members of staff of the University. The four non-members of staff will be appointed by the Deputy Vice-Chancellor (Research) on the recommendation of the Director and Dean. .
 - (2) The Chairperson will be appointed by the Deputy Vice-Chancellor (Research) on advice from the Advisory Committee.
- 4.5 The Advisory Committee must submit an annual report to the Academic Board via the Dean and Deputy Vice-Chancellor (Research) on the operations of **RCGS** for the previous calendar year, especially on the fulfilment of academic and financial plans. The annual report must be submitted each year by the date given in the Procedure for Annual Operational Report – Research Centre and will include a financial statement of funds received and expended.
- 4.6 Unless otherwise provided in this Constitution the term of membership for each Committee Member will be two years. A Committee Member's term may be extended.
- 4.7 The Advisory Committee will be accountable to and report to the Academic Board through the Dean and Deputy Vice-Chancellor (Research).

- 4.8 The Deputy Vice-Chancellor (Research) shall have the power to terminate the appointment of a member of the Advisory Committee where the Deputy Vice-Chancellor (Research) considers it necessary and in the interests of the Centre.

5 **DIRECTOR AND EXECUTIVE COMMITTEE**

- 5.1 The management of the Centre will be assisted by an Executive Committee comprising of at least the Director and a senior support staff member. The membership of the Executive Committee will be determined by the Dean on advice from the Director. The Executive Committee will normally include at least one representative from staff with fixed term appointments and Student Members.
- 5.2 The Director will be the Chair of the Executive Committee and will be accountable to the Dean and the Deputy Vice-Chancellor (Research). The Dean will be the supervisor of the Director unless otherwise indicated at appointment.
- 5.3 The Director will be appointed by the Deputy Vice-Chancellor (Research) on advice the Dean and a Selection Committee chaired by the Vice-Chancellor for the purposes of appointing a Professor of Greek Studies.
- 5.4 The Director, advised by the Executive Committee will be responsible to the Dean 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. The Director will be responsible to the Deputy Vice-Chancellor (Research) via the Dean for planning, reporting and the fulfilment of the objectives and plans of the Centre.
- 5.5 Without limiting clause 5.4, the Executive Committee will assist the Director in
- (1) managing the day to day functioning and administration of **RCGS**;
 - (2) administering the funds available to the **RCGS**;
 - (3) preparing the annual report of the **RCGS** and other relevant reports.
- 5.7 The Director may delegate any power, function or authority pertaining to the operation of the **RCGS** to an appropriately qualified person or committee but may not delegate his/her power of delegation.

6 **FINANCING**

- 6.1 Finance for the **RCGS** will derive either from funds available to the Faculty or University 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 **RCGS** will be governed and controlled by the legislation, policies and procedures of the University.
- 6.3 Any variation of financial procedures will be subject to and conditional upon the approval of the Vice-Chancellor.

7 **MEMBERSHIP**

7.1 **Ordinary Members**

Members of staff of the University who are engaged in research in areas related to the aims of the **RCGS** may apply in writing to the Executive Committee to become members of the **RCGS**. The Dean will decide on the application on advice from the

Executive Committee.

7.2 Student Members

Post-graduate students supervised by ordinary members of the **RCGS** and engaged in research in areas related to the aims of the **RCGS** may apply to the Director to be Student Members of the **RCGS**. The Director will decide on the application on advice from the Executive Committee.

7.3 Honorary Members

The Dean, on advice of the Executive Committee, 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 RCGS

8.1 Every member (whether Ordinary, Student or Honorary) of the **RCGS**, upon being admitted to membership of the **RCGS**, 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 research in the **RCGS**;
- (4) to engage in joint research programmes carried out by members of the **RCGS**;
- (5) to apply for or tender for funding for research in the **RCGS** in Australia and overseas.

8.2 A member may be expelled or suspended by the Dean, on advice of the Executive Committee, if, in its opinion the member has engaged in conduct which is prejudicial to the activities of the **RCGS** or in breach of this Constitution.

9 QUORUM

9.1 The quorum for a meeting of the Advisory Committee will be three members, at least two of whom will be Ordinary Members.

9.2 The quorum for a special meeting or an Annual General Meeting of the **RCGS** will consist of 30% of the membership, of which at least 50% must be Ordinary Members.

10 MEETINGS

10.1 The Advisory Committee will meet at least twice in each calendar year.

10.2 There will be an Annual General Meeting of all members to discuss the Annual Report prior to its submission to the Academic Board through the Dean.

10.3 A Special Meeting of the Advisory Committee will be held within 14 days of receipt by the Chair of a written request for a meeting setting out the reasons for the request and signed by at least 50% of the members.

11 INTELLECTUAL PROPERTY

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

11.2 Any assets acquired under the auspices of the **RCGS** will vest in the University.

12 CATEGORIES OF MEMBERSHIP

12.1 The Academic Board, on advice from the Executive Committee, the Dean and the Deputy Vice-Chancellor (Research), may create different categories of membership and conditions of membership in the **RCGS** and by unanimous resolution appoint members to the **RCGS**.

12.2 A member may be appointed by the Executive Committee to act as a representative of the **RCGS** to obtain research projects or funds for the **RCGS** or for any other purpose specified by the Executive Committee.

13 CHANGES TO THIS CONSTITUTION

13.1 Any change to this Constitution must be recommended by the Executive Committee to the Dean and Deputy Vice-Chancellor (Research) for approval before submission to the Academic Board through the Research and Graduate Studies Committee of the University.

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

14 APPOINTMENT OF STAFF, CONSULTANTS

14.1 Any person appointed to work for the **RCGS** will be either staff employed by the University or persons employed as consultants consistent with University policy.

14.2 Any person appointed to work for the **RCGS** will follow normal University procedures according to the basis of their engagement as set out in clause 14.1.

15 CONTRACTS

15.1 Members of the **RCGS** have no authority to enter into contracts which purport to bind the University unless the members have complied with all relevant legislation, policies and procedures of the University.

16 ETHICS APPROVALS

16.1 A Member of the **RCGS** conducting research must obtain approval from the La Trobe University Human Ethics Committee and/or Animal Ethics Committee and/or Genetic Manipulation Supervisory Committee as may be required by the University's legislation, policies and procedures.