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**CONSTITUTION OF A UNIVERSITY  
RESEARCH CENTRE**

**The Centre for Technology Infusion (CTI)**

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## PREAMBLE

The **Centre for Technology Infusion (CTI)** is a newly established Research and Innovation Centre located at the University's R&D Park. The Centre's mission is to stimulate major opportunities for economic growth by pioneering future directions and innovations with a focus on blue skies, strategic and industrial research through integration of complementary research expertise in Information and Communication Technologies.

Core research activities of the Centre are in micro/nanotechnologies, embedded systems and System-on-a-Chip, wireless systems and sensors, RF, analogue, mixed signal design and testing. Current research focus is in information and communication technologies, defence, environment, health care and automotive application areas. The Centre has established world class industry standard R&D facilities, namely, **Microsoft Centre**, **Home Automation Innovation** and **Hardware Product Realisation facilities**, including partnership in **National Networked TeleTest Facility for Integrated Systems (NNTTF)** and the **Melbourne Centre for Nanofabrication (MNC)** to deliver on its objectives.

One of the strategic priorities of the Centre is to develop collaborative relationships across faculties and with the stakeholders including universities, research institutes and business.

## 1 INTERPRETATION

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

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

“**Centre**” means the Centre for Technology Infusion whose constitution is in this document

“**Dean**” means the Dean of the Faculty of Science, Technology and Engineering

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

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

“**Executive Committee**” means the committee referred to in clause 5 of this Constitution

“**Faculty**” means the Faculty of Science, Technology and Engineering

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

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

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

## 2 STATEMENT OF AIMS

The Centre's overall objective is to be a driver of knowledge-based economy by creating and engaging in a lively and state-of-art environment for academic and commercially relevant research, innovation and development targeted towards high impact and strategic growth areas.

The objectives of the centre are to:

- Engage in strategic and translational research;
- Transition the outcomes of research & innovation into the public & private sector;
- Foster student/staff engagement with industry;
- Provide access to technologies, design tools, infrastructure and methodologies for research, T&L, innovation and product realisation;
- Engage in the training of postgraduates in research in engineering, science and technology;

- Encourage/facilitate cross-faculty R&D engagement;
- Provide design and test services;
- Encourage and support the formation of start-up companies based on innovative technology through the process of technology infusion;
- Provide advice on project feasibility and qualification, infrastructure support and expertise to technology start-ups; and
- Facilitate/foster high-tech industry development in strategic growth areas.

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

3.1 The structure of the Centre is 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, the Dean and Deputy Vice-Chancellor (Research) by:

- (1) advising on policy and strategy to meet the aims of the Centre;
- (2) advising, and assisting in reporting, on the management of Centre resources
- (3) identifying potential new sources of funding for the Centre;
- (4) receiving and endorsing the annual report of the Centre and submitting it to the Academic Board through the Dean to the 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, up to three other members of staff or students from the University including at least one from a Faculty other than that of Science, Technology and Engineering and three persons from industry and/or government who are not members of staff. The three non-members of staff will be appointed by the Deputy Vice-Chancellor (Research) on the recommendation of the Director and the Dean. There will be one representative elected by the staff of the Centre and one representative elected by the Student members of the Centre; these members will normally be on the Executive Committee.
- (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 to the Deputy Vice-Chancellor (Research) on the operations of the Centre for the previous calendar year. 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. The report will also include a financial plan for the next year, which will be considered by the Research and Graduate Studies Committee as part of the annual planning and budget process.

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 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 for Technology Infusion will be assisted by an Executive Committee including the Director and Executive Officer of the Centre. The membership of the Executive Committee will be determined by the Dean on the advice from the Director. The Executive Committee will normally include at least one representative from staff and Student Members.
- 5.2 The Director will be the Chair of the Executive Committee and will be accountable to the Deputy Vice-Chancellor (Research) via the Dean, for the fulfilment of the financial reporting on this to the Academic Board. The Dean will be the supervisor of the Director. Any academic involvement by members of the centre will be organised through the Dean.
- 5.3 The Director will be appointed by the Deputy Vice-Chancellor (Research) on advice from the Dean and the Advisory Committee. The Dean or The Deputy Vice-Chancellor (Research) will be the supervisor of the Director as indicated at appointment.
- 5.4 The Director, advised by the Executive Committee will be responsible to the Dean for the overall financial and academic planning and execution of the CTI and for the day to day activities of the CTI 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) for planning, reporting and the fulfilment of the objectives and plans of the Centre.
- 5.5 Without limiting clause 5.5, the Executive Committee will assist the Director in:
- (1) managing the day to day functioning and administration of the Centre;
  - (2) administering the funds available to the Centre;
  - (3) preparing the annual report of the Centre and other relevant reports.
- 5.6 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 will derive either from funds available to the Faculty /University or from outside sources such as private, corporate and government bodies or agencies as well as donations.
- 6.2 The financial management of the Centre 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 Foundation Member

The Foundation Member of the Centre for Technology Infusion is Professor Jugdutt (Jack) Singh.

- 7.2 **Ordinary Members**

Members of staff of the University who are engaged in research in areas related to the

aims of the CTI may apply in writing to the Executive Committee to become members of the CTI. The Dean will decide on the application on advice from the Executive Committee.

### **7.3 Student Members**

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

### **7.4 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 CENTRE**

8.1 Every member (whether Ordinary, Student or Honorary) of the CTI upon being admitted to membership of the CTI 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 CTI;
- (4) To engage in joint research programmes carried out by members of the CTI;
- (5) To apply for or tender for funding for research in the CTI 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 CTI or is 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 CTI 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 Dean of a written request setting out the reasons and signed by at least 50% of the members.

## **11 INTELLECTUAL PROPERTY**

11.1 Any intellectual property in material developed by the CTI 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 CTI 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 of the CTI and by unanimous resolution appoint members to the CTI.

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

## **13 CHANGES TO CONSTITUTION**

13.1 Any change to this Constitution must be recommended by the Executive Committee to the Dean and the 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 CTI 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 CTI will follow normal University procedures according to the basis of their engagement as set out in clause 14.1.

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

15.1 Any consulting activities or courses or seminars conducted by members of the CTI which attract outside income (being income not derived from any specific research funding source) require endorsement by the Executive Committee and will be subject to the normal requirements for the approval of the University.

## **16 CONTRACTS**

16.1 Members of the CTI 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.

## **17 ETHICS APPROVALS**

17.1 A Member of the CTI 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.