



AUSTRALIAN COUNCIL OF  
DEANS OF HEALTH SCIENCES

# Constitution

July 2019

## 1. Name

The Council shall be called the Australian Council of Deans of Health Sciences, also operating as Health Sciences Australia.

## 2. Purpose

The Australian Council of Deans of Health Sciences will:

1. Be the principal source of current, relevant information and advice for governments and the community regarding the education and training of Allied Health professionals in Australia;
2. Identify and address national issues in Allied Health education, training and research, and contribute to the public debate on these issues;
3. Contribute to the development of the broader health and education policy frameworks, particularly as they relate to Allied Health education, training and research;
4. Facilitate the development, implementation and sharing of innovative educational approaches to the education and training of Allied Health professionals;
5. Promote the development of research in the Allied Health disciplines;
6. Promote the development of the Allied Health disciplines in under-served communities, including Aboriginal and Torres Strait Islander communities and those of the South-east Asian and Western Pacific regions; and
7. Advocate for, and where indicated, represent the professions of allied health within policy, government, non-government and political arenas.

## 3. Membership

The Australian Council of Deans of Health Sciences (ACDHS or the Council) is a collective of the Australian universities that provide pre-professional education in the allied health sciences. Membership of the Australian Council of Deans of Health Sciences requires that a minimum of three of the **health related** disciplines listed below are taught and accredited:

- Audiology
- Clinical exercise physiology/sport and exercise science
- Medical laboratory science
- Nutrition and dietetics
- Occupational therapy
- Optometry
- Orthoptics
- Paramedicine
- Pharmacy
- Physiotherapy
- Podiatry
- Psychology
- Prosthetics and orthotics
- Medical radiation science
- Social Work
- Speech pathology

The Executive of the Australian Council of Deans of Health Sciences has full discretion in deciding whether or not an institution will be admitted into full membership.

Member Institutions will be represented by 1-2 person(s) who:

- Hold a position of senior leadership in health science faculties/colleges and have the strategic responsibility for allied health professionals (AHPs) within the institution, for example Pro Vice-Chancellor, Dean or Associate Dean or other similar title; or
- Hold a senior executive/director role in health science faculties/colleges.

The Council may invite to its meeting observers from other representative organisations. Such observers may participate in the meeting, but may not vote.

## 4. Subscriptions

In order to support activities of the Council, a subscription shall be payable in each academic year in respect of each member of the Council. Membership shall be open only to those institutions which have so subscribed. The amount will be reviewed from time to time by the Council.

Unless the Council decides otherwise, a member institution shall be required to meet all expenses incurred by the member in arranging for a representative of the member to attend meetings of the Council, the Annual General Meeting, and other functions organised by the Council.

## 5. Organisation

The elected Officers will form the Executive Team of the Council. The Executive Team will usually meet a minimum of two times a year. Executive members are normally expected to attend each of the two meetings, where attendance may be by phone or videoconference.

- a. The members of the Executive Team will act as individuals, not as representatives of their institutions.
- b. The Officers of the Council who will be elected by Council will be:
  - The Chairperson;
  - The immediate past Chair, assuming that she or he agrees; and
  - Up to 9 ordinary Executive members:
    - Seven ordinary Executive members drawn from the States as follows:
      - South Australia and Northern Territory (1)
      - Tasmania and Victoria (2)
      - Australian Capital Territory and New South Wales (2)
      - Western Australia (1)
      - Queensland (1)

- State members may nominate a proxy from another member organisation within their State
  - Appointments of up to 2 elected Executive positions drawn from Members
  - If the immediate past Chair is not willing to continue as an Executive member, one other ordinary Executive member.
- c. The Executive Team may co-opt additional members in addition to those specified in (b)
  - d. The Executive may, from time to time, determine the need to co-opt individuals onto the Executive for particular strategic or operative reasons.
  - e. The co-opted members are invited to attend meetings when their specific contribution is required and they should not be considered as “full members” with the right to attend every Executive meeting either whole or in part.
  - f. The Executive will determine the particular nature of the co-option, the focus of the work, the reporting lines and the time frame for that co-option.
  - g. The Executive will keep this framework under review to ensure it is able to support and serve the business of the Council and Executive.
  - h. The Executive Director will attend meetings of the Executive Team
  - i. With the exception of the immediate past chair, all officers will serve for a period of three years, with the option of standing for one further three year term. The term of office for the Immediate Past Chair will be one year, with an option for standing for a further one or two years. Terms of office will be staggered so that no more than half of the Executive Team shall be due to be elected at one time.
  - j. In the event that a member of the Executive Team of the Council ceases to be a representative from his/her member institution, s/he may continue to serve on the Executive Team to the end of the normal period of office.

## 6. Elections

The method of election shall be by ballot, in such manner as the Executive team directs. In the event of a tie, a run-off between the leading candidates will be held.

- a. The Executive Director of the Council shall act as Returning Officer for all elections.
- b. Voting will be on the basis of one vote per member institution.

## 7. Meetings

- a. The Council will normally meet a minimum of two times per year. Attendance in person is preferable to enable effective participation.
- b. The meetings of the Council shall be conducted according to the normal conventions governing procedures of committees. Business will proceed according to the agenda and the Executive Director will be responsible for the record of the proceedings and the preparation and subsequent circulation of unconfirmed minutes.
- c. Items for inclusion on the agenda should normally be in the hands of the Executive Director at least ten days before the circulation of the agenda papers, which normally will be ten days before the meeting of the Council. Items raised under ‘any other business’ will only be taken at the discretion of the Chair, and normally no decisions will be reached on tabled papers.
- d. Quorum: The Council is quorate when a simple majority of member institutions are represented at a meeting.
- e. Voting: Motions are carried when a simple majority of those voting in favour of the motion. The Chair has an additional casting vote in the event of a tied vote. Members may only vote if their subscription has been paid. Voting will be on the basis of one vote per member institution. Those attending a meeting as nominated deputy for a representative may cast a vote on behalf of their institution.

## 8. Proceedings

Any proposed amendments to the Constitution shall be an agenda item at an Extraordinary Council meeting, which will precede the meeting of Council at which a ballot will be held. A two-thirds majority of those voting will be required to change the Constitution.

## 9. Council’s Assets and Liabilities

If the Council is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall be paid to or distributed among the members of Council.