

# Continuing Legal Education Association of Australasia

## Constitution

### 1 Name of the Association

The name of the Association is the Continuing Legal Education Association of Australasia (**CLEAA**)

### 2 Purposes

The primary purpose for establishing CLEAA is to engage persons, organisations and bodies who are interested in or involved in continuing legal education, or in providing services for the purpose of continuing legal education.

(For the purposes of this Constitution, continuing legal education includes any educational activity which may generally be described as continuing professional development.)

### 3 Definitions

“Article” means the Articles in this Constitution of CLEAA

“Financial Year” means the year commencing 1 July concluding 30 June.

“Meeting” means in accordance with Articles 4.3 and 5.

“Member” means an individual described under Article 4.

### 4 Membership

Any natural person may become a member of CLEAA by applying to the Executive and paying the annual membership fee.

#### 4.1 Qualifications for Membership

Membership Classes

- i) *Primary Membership* Applicable where a member’s employer pays for the membership, and the membership remains with the organisation should the individual leave that position.
- ii) *Secondary Membership* If the organisation holds one primary membership, secondary membership will apply to each additional member from the same organization.
- iii) *Individual Membership* Applicable to those who pay their own membership fee and are not reimbursed by their employer, and the membership goes with the individual upon leaving that

employment. Full time students are entitled to a 50% reduction on the individual membership fee.

- iv) *6 month membership (2 January – 30 June)* Applicable when an application is received after 6 months of the financial year has elapsed.

#### **4.2 Cessation of Membership**

A member ceases to be a member:

- a) upon resigning by notice to the Executive in writing; or
- b) 3 months after invoicing if the member's annual membership fees are unpaid.

#### **4.3 Meetings**

- a) Annual meeting occur at least once per calendar year, preferably at the annual conference.
- b) Each annual general meeting must:
  - i) consider the Executive's financial and other reports;
  - ii) set the current membership fee;
  - iii) set the date and location for the next annual general meeting; and
  - iv) elect the Executive to hold office to the next annual general meeting.

### **5 Quorum**

- a) No item will be dealt with at a General Meeting unless a quorum of members entitled under these Articles who is entitled to vote is present at the time the meeting is considering the item.
- b) If at least 3 members give written notice to the Executive:
  - i) requiring it to call a special meeting; and
  - ii) setting out the motion or motions to be considered at the meeting;
  - iii) the Executive must call and hold such a special meeting within 3 months of receiving the notice.
- c) 10% of the financial membership constitutes a quorum.

#### **5.1 Voting**

- a) A member may attend and vote at annual and special general meetings.
- b) Each member has one vote.

## **5.2 Proxies**

- a) Each member may only appoint a proxy to vote at a meeting by written notice to the Executive appointing another member.
- b) Only proxies which indicate whether the member is voting in favour of or against the proposed resolution as set out in their proxy shall be valid.

## **5.3 Motions**

Motions are passed by a simple majority of members present at the meeting and voting, except for changes to this Constitution which require:

- a) at least 2 months' written notice to the Executive before the meeting; and
- b) a majority of two-thirds of the members present at the meeting and voting.

## **5.4 Minutes**

The President shall keep minutes of the resolutions and proceedings of every Executive meeting, general meeting, annual general meeting or special meeting together with a record of the names of the persons present at all meetings.

## **6 Delegated Powers and Duties**

### **Committees**

- a) There shall be any number of committees formed under this Article to support the purposes of CLEAA and the activities of CLEAA, include committees relating to:
  - i) publications
  - ii) conferences
  - iii) special projects
- b) The Executive may delegate its powers or duties in writing to any committee appointed under Article 6 (a).
- c) The meetings for any committee shall be in accordance with Article 5, as required for members under this Constitution.
- d) The chair of any given meeting held by any committee under Article 6 shall forward the minutes of that meeting to the Executive within 28 days of that meeting

## **7 Executive**

- a) Each annual general meeting must elect a minimum of 4 and a maximum of 7 members to be the Executive from the close of that annual meeting to the close of the following annual meeting.
- b) The Executive must:
  - i) elect one of its members to be President of CLEAA until the close of the following annual meeting;
  - ii) meet at least once a quarter by teleconference or face to face, and may at other times pass resolutions by email if required;
  - iii) organise the annual conference;
  - iv) organise and give at least one month's notice to members of annual and special general meetings, and motions to change this Constitution;
  - v) administer membership of CLEAA and its finances and report to annual meetings;
  - vi) organise the CLEAA newsletter and CLEAA's involvement with the Australasian Professional Legal Education (APLE) Directory.

## **8 President**

The President of CLEAA must chair annual and special general meetings, and Executive meetings.