

## **Australian Council of Deans and Directors of Creative Arts (DDCA)**

### **About us**

The Australian Council of Deans and Directors of Creative Arts (DDCA) will be the authoritative agency for learning and teaching and research in the Creative Arts in Australian and New Zealand Higher Education institutions. DDCA will provide a mutually beneficial community for its members, who have responsibility for the leadership, governance and management of creative disciplines.

### **“Creative Arts” includes:**

- All higher education programs that deliver studio-based art, design, music performance and composition, screen production, writing programs, dance, theatre performance and new work devising programs and other forms of creative arts education and training, as determined by the DDCA Charter.
- Research activity that is recognised by the Excellence in Research Australia scheme including professional experience that adds to the advancement of the disciplines.

### **Purpose and operation**

The DDCA constitution defines the purpose and operations of the Council. The purpose of DDCA is to advance the Creative Arts in the Higher Education sector, both nationally and internationally. In so doing DDCA advocates more broadly for the role of the Creative Arts in society.

DDCA members exert strong leadership in the strategic development of the creative arts as higher education disciplines, building a vibrant culture of scholarship and research through creative practice. They are respected amongst their peers and the community, both nationally and internationally and are recognized and rewarded for their work and contribution to research, leadership in research and education and influence on a wide variety of issues and policies.

### **Objectives and benefits of membership:**

- Advance and promote knowledge of the Creative Arts and gain recognition for their importance in society
- Provide a coordinated advocacy role for common issues, needs and priorities across disciplinary peak bodies in the Creative Arts
- Encourage and advance a culture of scholarship in the Creative Arts disciplines
- Foster excellence in, and understanding of, research through creative practice and related professional and post-graduate training
- Develop a framework for peer review protocols, standards and promote measurements of excellence to support research and data collection across Creative Arts disciplines

- Act as a consultative and reliable advisory body in common matters relating to Creative Arts disciplines in Australia and New Zealand identifying issues of relevance to the Creative Arts and responding, where appropriate
- Build a network of Deans, Directors, Associate Deans and aspirants to these positions, to provide a forum for the discussion of leadership and management in higher education
- Engage with international bodies representing the Creative Arts disciplines in higher education and in the professions and provide a platform for the development of international scholarly cooperation and collaboration.

### **Role of the Board**

- Champion the role and contribution of the Creative Arts in higher education institutions with government, industry, the professions, and the public
- Identify policy, initiatives and issues that impact on Creative Arts learning and teaching and research in higher education and coordinate national approaches to address these and other emerging issues
- Build a sustainable, viable, effective and efficient organization for members and staff.

### **Membership**

Members of the Council shall be financial member universities, registered higher education institutes or affiliated bodies

Two tier Capitation system:

\$3000 for members with an EFSTL above 1000

\$1500 for members with an EFSTL below 1000 & NZ

### **Background**

The Australian Deans and Directors of Creative Arts (DDCA) will be formally inaugurated in February 2013 with support from the Office for Learning and Teaching (OLT) through the activities of the Creative Arts Learning and Teaching Network (CALTN).

The Creative Arts Learning and Teaching Network currently consists of a steering group of university leaders in the Creative Arts representing the disciplines that formed the basis of the 2010 ALTC Creative and Performing Arts Learning and Teaching Academic Standards project.

The disciplines involved include:

Creative writing                      Dance Music and Sound  
Screen and media      Drama and performance      Visual Arts

This is the first time that such a national body has been formed to promote, sustain and advance learning and teaching across the Creative Arts sector

and will build upon the significant work that has already been carried out by the six peak academic bodies listed below:

- Australian Council of University Art and Design Schools (ACUADS)
- Australian Screen Production, Education and Research Association (ASPERA)
- Australasian Assoc.for Theatre, Drama and Performance Studies (ADSA)
- Australasian Association of Writing Programs (AAWP)
- National Council of Tertiary Music Schools (NACTMUS)
- Tertiary Dance Council of Australia (TDCA).

It is intended that both the Australian Council of Deans and Directors of Creative Arts (DDCA) and the Creative Arts Learning and Teaching Network (CALTN) will create opportunities for a range of inter- and intra-disciplinary learning and teaching initiatives to be developed and shared across the sector. Collaboration will also occur with the two peak European creative arts organisations – the European League of Institutes of the Arts (ELIA) and the European Association of Conservatoires (AEC) – which have established strong learning and teaching networks and a significant range of publications.

## **Australian Deans and Directors of Creative Arts (DDCA) Constitution**

### **1.0 NAME**

The name of the association shall be "Australian Council of Deans and Directors of Creative Arts". The initials DDCA may be used as the short title for the association where abbreviation is appropriate.

### **2.0 INTERPRETATIONS**

In this constitution, unless the context otherwise requires:

- "COUNCIL" means the Deans and Directors of Creative Arts.
- "Creative Arts" includes all professional level programs that deliver studio-based art, design, music performance and composition, film production, creative writing programs, dance, theatre performance and new work devising programs and other forms of Creative Arts education and training as determined by the DDCA Charter, in addition to research activity that is recognized by Excellence in Research Australia (ERA), including professional experience that adds to the advancement of the sector disciplines.
- "Deans and Directors of Creative Arts," shall include such persons as each member university or higher education institution determines as holding the senior position(s) of responsibility for Creative Arts in the relevant Faculties or their equivalents in their institution. It shall also include persons serving as the official nominee of an affiliated body.
- "STATE" includes territory.

### **3.0 PURPOSE**

The purpose of the Council is to lead and promote the Creative Arts, nationally and internationally. In so doing DDCA will:

- Advance and promote knowledge of the Creative Arts and gain recognition for their importance in society
- Provide a coordinated advocacy role for common issues, needs and priorities across disciplinary peak bodies in the Creative Arts
- Encourage and advance a culture of scholarship in the Creative Arts disciplines
- Foster excellence in, and understanding of, research through creative practice and related professional and post-graduate training
- Develop a framework for peer review protocols, standards and promote measurements of excellence to support research and data collection across Creative Arts disciplines
- Act as a consultative and reliable advisory body in common matters relating to Creative Arts disciplines in Australia identifying issues of relevance to the Creative Arts and responding, where appropriate
- Build a network of Deans, Directors, Associate Deans and aspirants to these positions, to provide a forum for the discussion of leadership and management in Higher Education
- Engage with international bodies representing the Creative Arts disciplines in Higher Education and in the professions and provide a platform for the development of international scholarly cooperation and collaboration.

#### **4.0 AFFILIATIONS**

The Council may affiliate with such other bodies (local, state, national or international) as may be desirable in order to further its purposes, including disciplinary peak bodies and industry groups and others to be determined.

4.1 Affiliated members of the Council shall not have voting rights.

#### **5.0 MEMBERSHIP AND MEETINGS OF THE COUNCIL**

5.1 Members of the Council shall be financial member universities, registered higher education institutes or affiliated bodies represented by official nominated delegates, as determined under 2.0.

5.2 Council will hold a meeting in each calendar year, called the Annual General Meeting of the Council, and other meetings as required.

5.3 The Annual General Meeting shall normally be held concurrently with the Annual Conference of the Council.

5.4 Each currently financial member university or higher education institute represented at the Annual General Meeting shall be deemed to be represented by a person attending as its voting delegate, as defined under 2.0. Voting at the Annual General Meeting shall be restricted to voting delegates, although non-voting delegates may be welcome to attend.

#### **6.0 MEMBERSHIP FEES**

6.1 The annual membership fees to be paid by institutions and affiliated bodies shall

be reviewed and fixed each year at the Annual General Meeting of the Council.

6.2 Fees are for the calendar year and fall due on 1 January. Fees must be paid by 28 February to maintain membership. Where the Annual General Meeting occurs after 28 February, lapsed members will not have voting rights for that meeting, even where fees are paid between 28 February and the meeting. In all other respects membership shall resume when the fee is received by the Treasurer.

## **7.0 MEMBERS' LIABILITIES**

The liability of a member to contribute towards the payment of the debts and liabilities of the Council or the costs, charges and expenses of the winding up of the Council is limited to the amount, if any, of any unpaid membership levies as required by Section 6.

## **8.0 DISCIPLINING OF MEMBERS**

There shall be no grounds on which the Council can discipline members.

## **9.0 THE BOARD OF THE COUNCIL**

9.1 There shall be a Board responsible for the management of the affairs of the Council.

9.2 The Board shall have the power, subject to this Constitution and the directions of the General Meetings of the Council, to regulate its own proceedings.

9.3 The Board shall appoint the Council's Public Officer who must be a resident of the state of Victoria, a Returning Officer, and any other officers or representatives to external bodies deemed necessary.

## **10.0 MEMBERSHIP OF THE BOARD**

10.1 The Board members shall be the President, the Deputy President, the Secretary, the Treasurer and up to four other members. Members may hold more than one office, with the exception of President.

10.2 Two of the eight Board seats shall be reserved for co-opted affiliate members of the Council.

10.3 The office of a Board member becomes vacant if the Board member dies or suffers from mental or physical incapacity, or resigns from office, or is removed from office by the Council in general meeting, subject to natural justice.

10.4 The Board reserves the right to co-opt members.

## **11.0 ELECTION OF BOARD MEMBERS OF THE COUNCIL**

11.1 Board Members shall be elected for two years by the Council at its Annual General Meeting. In the first year of operation, one half of the Board shall be elected for a one year term for the purpose of partial membership continuity. Nominations for office bearers shall be called at least one month prior to the Annual General Meeting. Nominations shall be seconded AND may be received up to close of business on the

business day preceding the Annual General Meeting.

11.2 The election of office bearers shall be scheduled during the Annual General Meeting.

11.3 The voting rules and quorum for the Annual General Meeting apply to these elections.

11.4 Board Members shall hold office for the period of time from the conclusion of the Annual General Meeting at which the announcement of election results by the returning officer is made until the corresponding time at the conclusion of the Annual General Meeting once removed, two calendar years hence, thereby securing a term of approximately two calendar years (except in the first year of operation as per 11.1).

11.5 Incumbent office bearers of the Council are eligible for re-nomination and election providing that no Board Member serves for more than three consecutive terms.

11.6 If an Office Holder's position becomes vacant, the Board shall fill the vacancy until the next Annual General Meeting.

## **12.0 PRESIDENT**

The President is the Chief Executive Officer of the Council, and shall preside at all meetings of the Council and its Board, and convene meetings of the Board.

12.1 The Deputy President shall perform the above role in the unavoidable absence of the President.

## **13.0 SECRETARY**

The Secretary shall ensure the keeping and maintenance of administrative records of the Council and its Board, including:

- a) minutes of Board and Council meetings, including those present and apologizing, and
- b) all proceedings including election results and appointments.

## **14.0 TREASURER**

The Treasurer shall ensure the keeping and maintenance of the financial records of the Council and its Board including:

- a) correct accounts and books showing the financial affairs of the Council with full details of all receipts and expenditure connected with the activities of the Council, and
- b) a register of Council members and Board members.

## **15.0 BOARD MEETING PROCEDURES**

15.1 Ordinary meetings of the Board shall be convened by the President at least two times per year.

15.2 Ordinary meetings of the Board may be held by electronic means such as teleconferencing.

15.3 At the first meeting of the Board after the Annual General Meeting, the Board shall determine the priorities and activities of the Council for the coming year based on the decisions of the Annual General Meeting, Council policy, previous decisions of the Board and on-going activities.

15.4 The President shall ensure that notice of any Board meeting, specifying the date, time, venue and agenda, shall be given to each Board member at least two weeks before each Board meeting, with a broad schedule determined at the final meeting of the previous year.

15.5 If the President is not present to preside at a Board meeting, the Deputy President shall preside at that meeting.

15.6 Board members, with the exception of affiliated members as per 4.1, shall have the right to one deliberative vote on each issue/election being decided at a Board meeting.

15.7 Proxy members are not permitted at Board meetings.

15.8 The President shall have both a deliberative vote and casting vote at all meetings of the Board.

15.9 The quorum for conducting business at meetings of the Board shall be the representation of one half plus one of the members of the Board.

15.10 If the Board Meeting is held by electronic means, then the Board shall establish a time-frame for participation in the meeting for the purposes of establishing a quorum and this timeframe will be clearly set out in the notification of the Board Meeting.

## **16.0 SERVICES**

To fulfil the stated objectives of the Council, the Board shall also organise the Annual Conference of the Council and such other services as shall be determined from time to time.

## **17.0 GENERAL MEETINGS**

17.1 The Annual General Meeting of the Council shall be held each calendar year.

17.2 The Annual General Meeting shall normally be held during the Annual Conference of the Council.

17.3 The date and venue for the Annual General Meeting shall be set by the Board and notified to all members at least 21 days before the Annual General Meeting.

17.4 The President shall preside at the Annual General Meeting. If the President is not present, the Deputy President shall preside.

17.5 The quorum for the Annual General Meeting shall be of one-half plus one of the representatives of member institutions present in person (one representative only of each member institution, as defined under 2.0).

17.6 In the case of an equality of votes on any issue, the person presiding is entitled to exercise a casting vote, in addition to a deliberative vote.

17.7 The business of the Annual General Meeting shall include, but not be limited to:

- a) confirmation of the minutes of the last Annual General Meeting and any general meeting held since that meeting
- b) consideration of reports of the following documents which the Board shall ensure are presented to the Annual General Meeting, with each member receiving one copy: the audited statement of the Council's accounts and the annual report covering the principal activities of the Council during the previous year
- c) other commissioned reports
- d) election (or confirmation, if no election necessary) of office-bearers of the Council.

17.8 Special General Meetings of the Council may be convened by the Board or by at least ten members and shall be held within three months of a decision of the Board or at the requisition of at least ten members conveyed to the President. Only matters specified in the notice of the meeting may be dealt with at a Special General Meeting, unless unanimously agreed by the meeting.

## **18.0 SPECIAL RESOLUTIONS OF THE COUNCIL**

18.1 A special resolution of the Council is required for amendment of this Constitution, for the winding up of the Council, for the vesting of surplus funds or assets in the event of the Council being wound up, and any other matter the Act requires under section 70.

18.2 A resolution shall be taken to be a special resolution if it is passed at a general meeting of the Council, being a meeting of which at least 21 days notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the members of the Council and it is passed by at least three-quarters of the votes of those members of the Council who, being entitled to vote, vote in person or by proxy at the meeting.

## **19.0 FUNDS SOURCES AND MANAGEMENT**

19.1 The funds of the Council shall be derived from the annual membership levies. In addition funds may be derived on an approximate cost recovery basis for conference registrations, publication sales, and other supplies. Funds may also be derived from donations and such other sources as the Board determines.

19.2 All money received by the Council shall be deposited as soon as practicable and without deduction to the credit of the Council's bank account. The Council shall, as soon as practicable, after receiving any money, issue a receipt.

19.3 The assets and income of the Council shall be applied exclusively to the



promotion of its objectives as outlined in Section 3. No portion shall be paid or distributed directly or indirectly to the members of the Australasian Council of Deans and Directors of Creative Arts representing member institutions, except as bona fide remuneration for services rendered or allowable expenses incurred on behalf of the Council.

19.4 The Board shall pass or ratify all accounts for payment, and any disbursements not ratified by the Board will be the personal responsibility of the signatories to the cheque or cheques concerned. All disbursements of money other than petty cash shall be by cheque on the Council's bankers (or draft, transfer or other negotiable instrument) signed (or otherwise formally authorized) by the Treasurer or other person authorized by the Board.

19.5 The financial year for the Council will be July 1 - June 30.

#### **20.0 AUDITOR OF BOOKS**

An appropriate qualified person who is not a member of the Board and has not prepared or assisted with the preparation of the Council's accounts shall be appointed by the Board as the Council auditor.

#### **21.0 TRANSFER OF OFFICE**

All books, records and assets of the Council, with the exception of Council affairs in the process of being finalised, shall be handed over to the incoming Secretary/Treasurer within twenty-one days of the termination of the Annual Meeting of the Board, and the balance shall be transferred within two months of the same.

#### **22.0 WINDING UP**

The Council may be wound up or dissolved by special resolution of the Council to do so.

#### **23.0 SURPLUS PROPERTY**

On the dissolution or the completion of the winding up of the Council, any surplus property of the Council shall be taken to:

- a) vest in another association (whether or not the other association is incorporated), fund, authority or institution that has been nominated by special resolution of the Council, and:
- b) has objects substantially the same as the objects of the Council;
- c) is not carried on for the object of trading or securing pecuniary gain for its members; and
- d) has a provision in its rules requiring any surplus property of the association to be passed, on the dissolution or winding up of the association, to another association that has objects substantially the same as the first mentioned association; and is not carried on for the object of trading or securing pecuniary gain for its members; or,
- e) where no association, fund, authority or institution has been nominated, vest in the Registrar-General of the state of Victoria.

#### **24.0 COMMON SEAL**

24.1 The common seal of the Council shall be under the control of the Treasurer.

24.2 The common seal shall not be affixed to any instrument except by the authority of the Board, and the affixing of the common seal shall be attested by the signatures of two members of the Board.

### **25.0 CUSTODY AND INSPECTION OF BOOKS**

The records, books and other documents relating to the Council shall be under the control of the Treasurer, and shall be open to inspection at a place in the state of Victoria nominated by the Treasurer by any member of the Council at any reasonable hour.

### **26.0 AMENDMENTS**

Amendments to this constitution may be made only by a special resolution of the Council as per clause 18 of this Constitution.

Dated this day the **15** day of **February** in the year **2013**