

Academic Board Rules			
Date of approval	September 2020	Approved by	Council
Date of effect	September 2020	Current to	Until rescinded or amended
Contact Officer	Chair, Academic Board		

Professor Gareth Allison
Acting Chief Executive Officer



NORTHERN TERRITORY OF AUSTRALIA

BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION

As in force at September 2020

Rules under the *Batchelor Institute of Indigenous Tertiary Education Act 1999* and *Batchelor Institute of Indigenous Tertiary Education (Rules) By-laws*

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RULES

1 Citation

These Rules may be cited as the *Academic Board Rules*.

2. Definitions

(1) In these Rules:

Act means the *Batchelor Institute of Indigenous Tertiary Education Act 1999*.

Chair means the person appointed as chair of the Board from time to time under Subrule 5(1).

Deputy Chair means the person appointed as deputy chair under Subrule 5(3).

Division means a division of the Institute.

Directorate" means a unit of the Institute from time to time.

Graduand means a student who has completed the requirements of a course, unit or module and is awaiting conferral of their award by Council.

Institute means Batchelor Institute of Indigenous Tertiary Education.

(2) A reference in these Rules to the Director/Chief Executive Officer, Deputy Director/Chief Executive Officer, Executive Director of a Division, Director of a Directorate/Division, the elected Student Representative or the Chair of the Board means the person holding that office or equivalent position from time to time, and includes a reference to a person carrying out the duties of that office from time to time.

3. Membership

(1) The Board consists of:

- (a) The Chair, appointed by the Director/Chief Executive Officer.
- (b) The Director/Chief Executive Officer or nominee.
- (c) Up to three Representatives appointed from the Aboriginal and Torres Strait Islander full time Academic Staff, at least one from the Top End and one from the Central Region.
- (d) Head, School of Higher Education and Teaching and Learning or equivalent position.
- (e) Dean of VET or equivalent position.
- (f) Executive Director of Higher Education and Research or equivalent position.
- (g) Member of the Senior Executive Team.
- (h) At least one or more up to a maximum of three Student Representatives appointed by the Student Body. Up to three members appointed from full-time Academic Staff of the Institute with one from each Division including Research.
- (i) The Director of the Graduate School or equivalent position. and
- (j) Elder/Executive Advisor: Academic and Cultural Leadership or equivalent position.

- (2) The following are ex-officio members of the Board:
 - (a) Academic Registrar or equivalent position. and
 - (b) Manager of Quality Assurance or equivalent position.
- (3) Additional Members can be seconded to the Board as deemed necessary by the Board.

4. Term of Office of Appointed Members.

- (1) Subject to this rule, an appointed member of the Board holds office for:
 - (a) A term of two years, commencing on 1st January in the year following their appointment; or
 - (b) In the case of an appointed member filling a casual vacancy, the balance of the term which would have applied to that office if not for the casual vacancy.
- (2) A member of the Board vacates office as a member of the Board if that member:
 - (a) Becomes a member of the Board by reason of an office held by that member and ceases to hold the office which was the basis for that person's appointment as a member of the Board.
 - (b) Is absent without the Board's leave for 3 consecutive meetings of the Board of which reasonable notice has been given to that member, either personally or by post, and the Board resolves to remove that person from office as a member of the Board.
 - (c) Gives to the Chair a written notice of resignation from the Board signed by that member.
- (3) A person appointed to the Board is subject to these Rules.

5. Chair and Deputy Chair.

- (1) The Chair of the Board is to be nominated by the Director/Chief Executive Officer:
 - (a) The board must call for nominations from interested persons on the Board in a manner the Board thinks fit, and the Director/Chief Executive Officer must select from those nominations a person to recommend to Council for appointment as Chair.
 - (b) The Council must consider the recommendation of the Director/Chief Executive Officer and support the person as Chair of the Board.
- (2) The Chair holds office for a period of 2 years commencing on 1st January in each year following their appointment and is eligible to be appointed as Chair for further terms of 2 years, or any lesser period as determined by the Director/Chief Executive Officer.

The Deputy Chair must be elected by the Board from the elected members of the Board.

6. Functions of the Board.

- (1) The Board provides full assistance to the Council in all matters relating to learning, teaching, vocational training, assessment, research and research training, together with the assurance and enhancement of the academic quality and standards of all Institute programs and awards. In particular, but without limiting these Rules, the Board has the following functions:

- (a) To make recommendations or report to the Council and the Director/Chief Executive Officer on strategic academic direction and policy, process and implementation including admission, course design and delivery, assessment, student progress and discipline, course regulations and academic quality assurance.
- (b) Approve academic policies and where appropriate, subordinate policy documents.
- (c) Make recommendations on academic objectives and goals of the Institute and actions necessary to sustain and develop such objectives and goals, and where appropriate advise Council on the impact of proposed organisational change on the academic aims of the Institute.
- (d) Review and make recommendations on the institute's teaching and learning, and research strategic directions and plans.
- (e) To recommend to the Council academic proposals for the introduction of new academic programs; and ensure that existing academic programs of study are reviewed regularly taking into account developments in the discipline, the needs of students and other relevant parties and the achievement of students on those programs.
- (f) To receive and consider academic reports on the periodic reviews of teaching and learning provision, to determine further action to be taken and to give a report and make recommendations to the Council.
- (g) To receive and consider reports from committees, Divisions and Directorates, panels and working groups established by the Board on all academic matters delegated to those committee/panels.
- (h) To advise Council on a list of Graduands including VET.
- (i) To respond to matters referred to it by the Council and/or the Director/Chief Executive Officer.
- (j) Consider applications for the conferral of honorary doctorates, honorary degrees, awards or distinctions and make recommendations to the Council.
- (k) Any other power, responsibility or function that may be delegated or directed by the Council.

7. Meetings of the Board

- (1) The Chair of the Board or, if the Chair is for any reason unable to act, the Deputy Chair must call as many meetings of the Board as are necessary for the performance of the Board's functions.
- (2) The Chair of the Board or, if for any reason unable to act, the Deputy Chair, must call a meeting of the Board within 14 days after being requested by Council, Director or by 50% of the Board members.
- (3) A meeting of the Board must be presided over by the Chair, or in the Chair's absence, by the Deputy Chair, or in the absence of both the Chair and the Deputy Chair, by a member elected for the purpose by the members present at the meeting. At a meeting of the Board:
 - (a) A quorum is constituted by 50% of the filled members of the Board, excluding vacancies.
 - (b) The outcome of motions is to be determined by a majority of the votes of the members present and voting, and in the event of an equality of votes, the person presiding at the meeting has a casting vote.
 - (c) Subject to these rules, the Board must determine the process to be followed in connection with the meeting.

8 Other Committees

The Board may establish committees/panels as it thinks fit, and a person may be appointed as a member of that committee/panel whether or not that person is a member of the Academic Board.

ENDNOTES

1 KEY

VET Vocational Education and Training

2 LIST OF LEGISLATION

Batchelor Institute of Indigenous Tertiary Education Act 1999

Batchelor Institute of Indigenous Tertiary Education (Rules) By-laws

3 LIST OF AMENDMENTS

11 May 2016 (previous by-laws redrafted with amendments and approved as Rules)

10 September 2020