

# Constitution Committee Policy

August 2015.

## 1 BICSI South Pacific Constitution Committee Structure

### 1.1 Overview

The BICSI South Pacific Constitution Committee (BSPCC) shall ensure that BICSI South Pacific's Constitution is in-line with the BICSI Global Bylaws, BICSI Global International Policies and Procedures (IPP) and Australia's Corporate laws. This committee is an "**Ad Hoc**" committee and shall only be stood up to serve when necessary.

#### 1.1.1 Duties

The BSPCC shall be responsible for the following:

- Oversee the constitution of BICSI South Pacific;
- The administration and governance of the BICSI South Pacific Operational Procedures as it applies to the Constitution;
- Recording minutes of its meetings and activities and making such minutes available for review;
- Meet at least one time annually.

#### 1.1.2 Membership

The membership of the BSPCC is as follows:

- The South Pacific Board Secretary shall be the Chair of the South Pacific Board for the BSPCC;
- A Committee Vice Chair, selected from the voting BSPCC Membership and approved by the BICSI South Pacific Secretary (voting);  
The term of the BSPCC Vice Chair position is for the period of the current BICSI South Pacific Chair and is reviewed by the incoming South Pacific Chair;
- A BSPCC Secretary, selected from the voting BSPCC Membership and appointed by the BSPCC Chair (voting);
- Members-at-large (voting); and
- Guest (non-voting).

#### 1.1.3 Voting

Decisions by the BSPCC shall require an affirmative vote of a 50% plus one majority of the voting membership present at the meeting where the vote is called.

#### 1.1.4 Conduct

Members of the BSPCC are expected to exercise their voting duties individually as a responsible Member and not as a representative of their company.



#### 1.1.5 Quorum

A simple majority of the voting members shall constitute a quorum for conducting business.

## **2 BICSI South Pacific Constitution Committee**

### 2.1 Purpose

The purpose of the BSPCC are:

- 1) To review and amend the BICSI South Pacific Constitution in accordance with the BICSI Global Bylaws, BICSI Global IPP's and the laws governing Australian Not for Profit corporations; and
- 2) To review and assist with the development and revision of written Standard Procedures as identified by BICSI South Pacific.

Note that constitution drafted by the Constitution Committee are subject to BICSI South Pacific Board approval.

### 2.1 Formation

A BSPCC may only be formed after due consultation with the BICSI South Pacific Chair and acknowledgement of the BICSI South Pacific Secretary.

### 2.3 Governance

The BSPCC shall follow the BICSI South Pacific Operational Procedures as applicable to Constitution activities. For items outside of the BICSI South Pacific Constitution Procedures, the BSPCC may develop rules and guidelines as required.

### 2.4 Scope

The business of the BSPCC is to be driven by local need and will report events and activities to the BICSI South Pacific Board, via the BICSI South Pacific Secretary. The BSPCC will not cause or create duplication of BICSI Global Bylaws except where South Pacific variation dictates.

The BSPCC Working Group will

- Follow the requirements and guidance of the BICSI Global bylaws in the creation and updating of BICSI South Pacific Constitution;
- Create project requests originated from and supporting the requirements of the BICSI South Pacific Region and develop Region specific requirements where required;
- Coordinate the contributions of BICSI South Pacific members into BSPCC projects and working groups;

Figure 1 Organisation Chart

