



THE AUSTRALIAN INSTITUTE OF MEDICAL AND BIOLOGICAL ILLUSTRATION

CONSTITUTION AND BY-LAWS

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CONSTITUTION

1 NAME OF THE INSTITUTE

- 1:1 The name of the Institute shall be:-"THE AUSTRALIAN INSTITUTE OF MEDICAL AND BIOLOGICAL ILLUSTRATION", herein referred to as the "Institute".

2 OBJECTS OF THE INSTITUTE

To:-

- 1 Promote education in the biomedical media both for practitioners and clients.
- 2 Promote the free exchange of professional information.
- 3 Act as an advisory body relating to all matters pertaining to biomedical illustration.
- 4 Recognise distinguished ability and contribution to the field of biomedical illustration.
- 5 Foster international links between biomedical illustrators.
- 6 Establish and promote ethical conduct amongst members.
- 7 Recommend minimum qualifications for employment.
- 8 Adopt a role of industrial relations advocacy.

3 MEMBERSHIP OF THE INSTITUTE

- 3:1 Members of the Institute shall be those joined together in pursuit of the goals of the Institute under one national group.

3:2 MEMBERSHIP CATEGORIES AND LEVELS.

The categories of Membership of the Institute shall be the responsibility of National Council and are:

- (i) Student
- (ii) Affiliate
- (iii) Practising
 - (a) Participating
 - (b) Remote (non-participating)
- (iv) Retired
- (v) Corporate

3:3 Higher Membership Levels

- (i) Registered Biomedical Illustrator

- (ii) Associate
- (iii) Fellow
- (iv) Honorary Life Member

4 GENERAL ORGANISATION

4:1 NATIONAL COUNCIL

- 4:1:1 The management of the Institute in national affairs, i.e. those matters that affect all members, shall be vested in the National Council of the Institute (herein after referred to as the "Council").
- 4:1:2 The Council shall comprise two elected National Council Delegates from each local sub-committee and a National President elected separately from the general Practising membership. The elected Council Delegates shall be financial Practising members, and they and the National President shall be elected and retire as prescribed in the By-laws.
- 4:1:3 The management of the National Council shall be vested in a Council Executive elected from, and by, the Council itself.
- 4:1:4 The Council Executive officers shall be:-
 - (i) National President
 - (ii) National Vice-President
 - (iii) National Secretary } or
 - (iv) National Treasurer } merged
- 4:1:5 Resignation from the Council Executive or from the position of National Council Delegate must be made in writing to the National Secretary.
- 4:1:6 All Council Executive positions are:-
 - (i) To be held on an honorary basis until the AGM following that at which the election results were announced.
 - (ii) Where possible to be held by National Council Delegates who have had at least one year's experience on the Council.
- 4:1:7 Retiring Council Executive officers are eligible for re-election.

4:2 Sub-committees

- 4:2:1 The members of the Institute can organise themselves into sub-committees if they choose to do so, with the approval of National Council.
- 4:2:2 Each sub-committee shall meet as prescribed in the By-laws.
- 4:2:3 Each sub-committee shall be managed by its elected Council Delegates as set down in the By-laws.

4:3 EXECUTIVE COMMITTEES

4:3:1 NATIONAL REGISTRATION AND EDUCATION BOARD

4:3:1:1 There shall be a National Registration and Education (R&E) Board, (herein after referred to as "the Board"), which shall be a standing sub-committee of The Institute responsible to the Council.

4:3:1:2 The Board is responsible for: (i) Setting standards, requirements and courses for Registration and recommending to the Council the names of Practising members who, after application to the Board, are eligible for Registration, Associateship and Fellowship.

4:3:2 SUB-COMMITTEES OF THE NATIONAL COUNCIL

4:3:2:1 The Council shall, where necessary, appoint sub-committees to consider special matters of the Institute which cannot otherwise be effectively dealt with.

5 FUNDING

5:1 As the Council represents all members of the Institute, the Council shall be funded by an Annual Membership Subscription from members.

5:2 Local groups shall receive from the National Council, on application, funds for local activities. This shall be:-

- (i) An amount set by National Council for each member of the Institute in the local group participating in the activity.
- (ii) Limited on a pro-rata basis to the amount collected from annual subscriptions from that local group, or as deemed necessary by Council. For example, 50% of the annual membership subscription divided by the number of activities attended per annum by a member, for each participating member.

5.3 The assets and income on the Institute shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the Institute except as bona fide remuneration for services rendered or expenses incurred on behalf of the Institute.

6 MEETINGS

6:1 The Institute shall meet at an Annual General Meeting (AGM) as set down in the By-laws.

6:2 Sub-committees shall meet as set down in the By-laws.

- 6:3 The National Council shall meet at least quarterly in person or by teleconference. One meeting every two years shall be scheduled to coincide with the Biennial National Conference (BNC).
- 6:4 The Registration and Education Board shall meet as set down in the By-laws.

7 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 7:1 The Constitution may be amended by a ballot of a quorum (20% of financial Practising members of the Institute present) at an AGM, or by postal ballot, after thirty (30) days written notice of such proposed amendment(s) to all members, and must be carried by a three-quarter majority of those present (including proxies) at an AGM, or of ballot papers returned within thirty (30) days. Postal ballots will be conducted by independent scrutineers.
- 7:2 The By-laws may be amended by:-
- (i) A ballot of a quorum of members of the Institute at an AGM, as set down in 7:1 above.
 - (ii) A ballot of a quorum of National Council Delegates at a Council Meeting, after thirty (30) days written notice of such proposed amendment(s) to all National Council Delegates.
- 7:3 A Notice of Motion to amend the Constitution or By-laws at an AGM or by postal ballot, or a Notice of Motion to amend the By-laws at a Council Meeting must be advised to the National Secretary sixty (60) days in advance of such meeting and can only be put forward by:-
- (i) A local sub-committee through their National Council Delegate(s), following a resolution at a sub-committee meeting.
 - (ii) The National Council Executive.

8 MISCONDUCT OF MEMBERS

- 8:1 Any member may charge a member, via the Council, with:-
- (i) Failing to obey, follow or execute any rules or duties of this Constitution.
 - (ii) Failing to abide by the Code of Conduct of the Institute.
 - (iii) Failing to abide by any resolution carried at any Council meeting or AGM of the Institute.
- 8:2 Once a complaint is received the Council shall deliberate on the issue in question and decide the method by which it shall deal with the complaint after informing all involved parties of their intentions.
- 8:3 Ample opportunity must be given to the member charged to argue their case before any final decision is made.
- 8:4 If the decision is made by the Council to expel the member, the expulsion becomes effective immediately and the member is notified by registered mail.

9 CESSATION OF MEMBERSHIP

- 9:1 If a member wishes to resign from the Institute they must present their resignation to the National Secretary in writing.
- 9:2 Unfinancial members as at 30 June shall face automatic expulsion from the Institute.
- 9:3 The National Secretary shall advise the Council of any membership cancelled, including the reasons for the cancellation.
- 9:4 Any member who considers that their membership has been unfairly cancelled may appeal directly to the Council.
- 9:5 The Council, at a Council meeting, shall:-
- (i) Review the appeal using the information from the member and the Committee in question.
 - (ii) Make a decision by a motion and majority popular ballot of a quorum of National Council Delegates.
 - (iii) Inform all parties of their decision, which shall be final.

10 DISSOLUTION OF THE INSTITUTE

10:1 NATIONAL BODY

- 10:1:1 The Institute shall not be dissolved except by a resolution of a meeting called for that reason, by not less than two-thirds of the financial membership of the Institute.
- 10:1:2 In the event of a dissolution, any funds remaining after all debts have been collected and properly disposed of, and all liabilities have been discharged, shall be paid to an organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

10:2 LOCAL SUB-COMMITTEE

- 10:2:1 An Local Sub-committee shall not be dissolved except by a resolution of a meeting called for that reason, by not less than two-thirds of the financial membership of that sub-committee and with the approval of Council.
- 10:2:2 In the event of dissolution, any funds remaining after all debts have been discharged shall be returned to National Council.
- 10:2:3 Any goods or property remaining after dissolution of a sub-committee shall be handed over to the Council whose decision on it's use shall be final.
- 10:2:4 All members of the former sub-committee shall remain members of the Institute while they are financial.

BY-LAWS

The By-laws of the Institute are those routine matters that may need to be altered more often than the occurrence of the AGM or a postal ballot, those being the only means the main body of the Constitution may be amended.

- 1 Name of the Institute
 - 1:1 National
 - 1:1:1 Where appropriate the initials A.I.M.B.I. (or AIMBI) may be used for the name of the Institute.
 - 1:1:2 Sub-committees
 - 1:1:2:1 Each Sub-committee shall use, in the transaction of the business, the name given by National Council (e.g. South Australian sub-committee).
- 2 Objects of the Institute

No by-laws pertain to the Objects of the Institute.
- 3 Membership of the Institute
 - 3:1 Membership Applications
 - 3:1:1 Application for all levels of membership shall:-
 - (i) Be made on the appropriate form in writing.
 - (ii) Include any information requested by the form.
 - (iii) Be proposed and seconded by Practising members.
 - (iv) View a copy of the Constitution at any meeting, or on the Institute's website.
 - (v) Include a statement from the applicant to the effect that they agree to abide by the Constitution and By-laws if and when their application causes them to be accepted as a member of the Institute.
 - (vi) Include the joining fee.
 - 3:1:2 Once an application is accepted for membership, Council will publish the name and category of the applicant in the next Newsletter or Notice of Meeting.
 - 3:1:3 The Proposer and Secunder may be called upon by Council to give their reasons for recommending an applicant.
 - 3:1:4 Council shall have the responsibility of determining into which membership category an applicant shall be accepted subject to the provisions of this Constitution and By-laws.
 - 3:1:5 Each application must be accompanied by proof of any Institutional qualifications, employment history or other relevant facts.

- 3:1:6 Council shall ask for a folio or other such demonstration of the applicant's expertise where it is not clear-cut.
- 3:1:7 The membership shall be deemed confirmed after Council approval and when the Annual Subscription is received by the National Treasurer.
- 3:1:8 Council shall then notify the National Registrar and apply to the National Secretary for the appropriate Membership Certificate.

3:2 Membership Categories and Levels

3:2:1 The basic membership levels of the Institute are:-

- (i) Student (concessional)
- (ii) Affiliate
- (iii) Practising
 - (a) Participating
 - (b) Remote (concessional)
- (iv) Retired (concessional)
- (v) Corporate

3:2:2 STUDENT membership:-

- (i) Student membership shall be open to persons who are enrolled in a tertiary course of study (either full or part-time).
- (ii) Student members shall have no voting rights in the affairs of the Institute.

3:2:3 AFFILIATE membership:-

- (i) Affiliate membership shall be open to any person with an interest in the Institute who is neither directly employed in, and/or does not gain the major part of their income from Biomedical Communication.
- (ii) Affiliate members shall have no voting rights in the affairs of the Institute.

3:2:4 PRACTISING membership:-

Practising membership shall be open to any person directly employed in the practice, administration or teaching of Biomedical Communication and who gains the major part of their income from such activities.

3:2:5 (a) Participating members are those who choose to take part in local activities and attend local meetings.

(b) REMOTE membership:-

- (i) Practising members who live in areas remote from their local sub-committee, or

- (ii) who choose not to attend meetings, or participate in local activities, shall retain their Practising membership levels with all rights and be known as Remote members.
- (iii) Remote members shall pay the concessional annual subscription.
- (iv) Remote areas are set by the Council as applicable to each case (e.g.: outside the telephone area code of the capital city of the sub-committee, or outside a 100 km radius of the GPO).

3:2:6 RETIRED Membership:-

- (i) Practising members retiring from practice shall retain their membership level with all rights and will be called Retired members.

3:2:7 CORPORATE Membership:-

- (i) Corporate membership shall be limited to a company or organized body of persons who are desirous of supporting the objects of the Institute.
- (ii) A Corporate member organisation shall have only one (1) spokesperson.
- (iii) Corporate member shall have no voting rights in the affairs of the Institute.

3:3 Higher Membership Levels.

3:3:1 REGISTERED BIOMEDICAL ILLUSTRATOR-

A Practising member who meets the requirements of the National Registration and Education (R&E) Board of the Institute shall, after a recommendation to and approval by the National Council, be recognised as a Registered Biomedical Illustrator (RBI).

3:3:2:1 The Higher Membership Levels of the Institute are administered by the Council and shall be:-

- (i) Associate
- (ii) Fellow
- (iii) Honorary Life Member

3:3:2:2 ASSOCIATESHIP-

- (i) Associate membership may be applied for by a continuously financial Registered member of two years standing who fulfils the conditions set down from time to time by the R&E Board and National Council.
- (ii) Associate members of the Institute shall have the right to place the letters "A.A.I.M.B.I." after their names as long as they remain members of the Institute. This right may be revoked by the Council as necessary.

3:3:2:3 FELLOWSHIP-

- (i) Fellowship of the Institute may be applied for by a continuously financial Associate of the Institute of two years standing who fulfils the conditions set down from time to time by the R&E Board and National Council.
- (ii) Fellows of the Institute shall have the right to place the letters "F.A.I.M.B.I." after their names as long as they remain members of the Institute. This right may be revoked by the Council as necessary.

3:3:2:4 HONORARY LIFE membership-

- (i) Honorary Life Membership may be granted at the discretion of the Council to a member who is deemed to have served the Institute in an outstanding and meritorious manner.

3:3:2:5 A member applying for Associateship or Fellowship, or nominating a member for Honorary Life Membership must follow the requirements of the By-Laws.

3:3:3 Higher Membership Level Applications

(a) RBI Applications

- (i) Applications accompanied by the required folio and fees as set down from time to time in the R&E Board rules for such applications shall be forwarded to the R&E Board prior to the established closing date.
- (ii) The Council reserves the right to select and retain material from RBI folios for the National Print Collection, for which the appropriate release and the copyright clearances must be obtained. Apart from specific AIMBI use, copyright is retained by the original owner.

(b) Associateship applications

- (i) Nominations may be made by a continuously financial Registered member of two years standing.
- (ii) Nominations must be in the form deemed necessary from time to time by the R&E Board and National Council and must be accompanied by the fee and validating documentation.
- (iii) Such nominations should be forwarded to the R&E Board.

(c) Fellowship applications

- (i) Nominations may be made by a continuously financial Associate member of two years standing.
- (ii) Nominations must be in the form deemed necessary from time to time by the R&E Board and National

Council and must be accompanied by the fee and validating documentation.

- (iii) Such nominations should be forwarded to the R&E Board.

(d) Honorary Life Membership Nominations

A nomination for Honorary Life Membership must be made in writing to Council outlining the special reasons for requesting that the honour be bestowed.

- (i) The Council, at a Council meeting shall receive a nomination made by the representatives of a member and shall award Honorary Life Membership by a resolution to that effect. The poll shall be a majority ballot of a quorum of National Council Delegates by popular vote.
- (ii) Honorary Life Members shall be considered as financial and shall be exempt from any Annual Subscription to National Council and therefore from the Membership Levy.

(e) Certificates.

Certificates shall not be used or displayed by members on becoming unfinancial, resigning or being expelled from the Institute.

4 General Organisation

4:1 Duties of the National Council

4:1:1 The general duties of the Council are to:-

- (i) Co-ordinate the activities of the members in achieving the objects of the Institute.
- (ii) Establish funds for the general conduct of the Institute.
- (iii) Promote the Institute as the recognised authority on the field of Biomedical Communication. Such promotion to include activities designed to encourage membership of the Institute at all levels.
- (iv) Represent all members of the Institute to any external body with which the Institute may be involved in achieving the objects of the Institute.
- (v) Keep accurate minutes of all Council meetings and AGMs.
- (vi) Publish, at least quarterly, a newsletter encompassing the activities of Institute and reporting to members any relevant facts arising from the Council activities.
- (vii) Ensure that all the routine management material required is published in the newsletter at the appropriate time.
- (viii) Ensure that the Institute has the opportunity to meet every year at the AGM if possible to be held in conjunction with a BNC.

- (ix) Ensure that the BNC meets the minimum requirements laid down in the Management Guidelines of the Institute.
- (x) Conduct the AGM of the Institute with due propriety, according to this Constitution and the By-laws.
- (xi) Present to all members an annual report and financial statement both at the AGM and in the newsletter next following the AGM.
- (xii) Maintain an up-to-date Membership Register.
- (xiii) Maintain an up-to-date Management Manual containing the Constitution, By-laws, and Management Guidelines of the Institute.
- (xiv) Ensure that the National Print Collection is carefully maintained by the Archivist, is distributed safely when used by local groups, and that new material is added from the Professional Exhibition and RBI folio submissions after every round of applications.
- (xv) Ensure that archival material on the history of AIMBI is maintained carefully, is added to as deemed necessary and that the Archivist is given every support in this task.

4:1:1:1 The National journal and newsletter

- 4:1:1:1:2 The Editor appointed by the Council shall have prime responsibility for the publication of the National Journal or co-ordination of an appropriate established journal distributed to members. If a journal is published by the Institute it shall be titled the Journal of Biomedical Illustration.
- 4:1:1:1:3 The title of the newsletter shall be NETWORK and it shall be issued at least four times per year, preferably quarterly.
- 4:1:1:1:4 The following routine management material shall be included in the National newsletter when appropriate:-
 - (i) Minutes of any Council meetings or AGMs with explanatory notes as deemed necessary. These to be included in the issue next following the meeting.
 - (ii) Any amendments to the Constitution or By-laws. These to be in the issue next following the AGM or the Council meeting at which the amendment took place.
 - (iii) Updated Membership Register. This is to be included in, or with, the issue next following the 30th June, by which time the National Secretary will have an updated membership lists to give to the National Registrar.

4:1:1:5 Notices of Motion to amend the Constitution or any other Notices of Motion and an interim agenda shall, if possible, be included in the issue and be in the hands of members at least 30 days before the AGM.

4:1:2 Powers of National Council.

4:1:2:1 The Council shall, subject to any direction or resolution of an AGM of members, and subject to this Constitution and By-laws, be the senior governing body of the Institute. It shall control and co-ordinate the national affairs of the Institute and, in particular, shall have power to:-

- (i) Transact any business and to direct the policy of the Institute;
- (ii) Appoint or remove any specially co-opted persons as it deems necessary.
- (iii) Appoint any auditors it deems necessary.
- (iv) Add to, or amend, as deemed necessary, the By-laws and Management Guidelines of the Institute.
- (v) Appoint sub-committees as deemed necessary, to deal with any matter that arises.
- (vi) Administer the Registration program of the Institute, and the membership levels as prescribed.
- (vii) Set minimum qualification levels for membership of the Institute.
- (viii) Protect the high standing of the Institute as deemed necessary. This power is to include the expulsion from the Institute of any member who, in the opinion of the Council, is guilty of misconduct.
- (ix) Deal with appeals from members or Sub-Committees with respect to membership cancellation, or the expulsion of a member.

4:1:2:1:1 a) The National President shall be elected by an Electoral College comprising both National Council Delegates or their deputies, plus two other delegates selected by members of the local group, or in the case of a tied vote, by plebiscite.

b) Each local group must nominate one candidate for National President (not necessarily from their State) to contest the position. Each nomination shall have a nominator and a seconder, and be accepted by the nominated member.

c) Voting will be by popular majority. In the case of a draw, subsequent ballots will be held between candidates with the most votes until a clear result is determined.

d) The Electoral College shall meet in person or by telephone conference before the AGM at which the National President is to be announced and will be dissolved immediately after the outcome is known.

4:1:2:2 National Council Delegates.

4:1:2:2:1 It is compulsory that each local group have two National Council Delegates. Members are asked to bear in mind that a National Council Delegate will become eligible to be a Council Executive Officer of the Institute and that such a representative must be carefully chosen.

4:1:2:2:2 The National Council Delegate may be elected, when the positions fall due, from and by the elected members of a local sub-committee at a committee meeting,

4:1:2:2:3 A candidate for the position of National Council Delegate shall:

- (i) Be a financial Practising member.
- (ii) Have served at least one full term on a local sub-committee.

4:1:2:2:4 The term of the two National Council Delegates shall be two (2) years. The two representatives from each local sub-committee shall stagger their terms of office to overlap to ensure continuity of representation.

4:1:2:2:5 (i) The Council Delegate elected to replace a retiring Delegate shall take up duties at the meeting immediately following the Council meeting held in conjunction with and preceding the AGM and shall retire following the AGM two years later.

(ii) The Council Delegate elected to fill a casual vacancy shall take up duties immediately and shall retire in line with their predecessor's term of office.

4:1:3 Election of the National Council Executive.

4:1:3:1 The election of the Council Executive shall take place at the conclusion of the Council meeting prior to the AGM.

4:1:3:2 The Council shall have the power to co-opt to the Council any Practising member to fill any vacancy that occurs between elections for Delegates, provided that not more than four (4) persons shall be co-opted members of the Council at any one time and that such co-opted members are from the same local sub-committee as the member they replace.

4:1:3:3 Every co-opted member of the Council shall retire automatically at the AGM next held after their co-option, but shall be eligible for re-election as National Council Delegates.

4:1:3:4 The Council Executive election shall be carried out by:-

- (i) Nomination from the floor of the meeting for the Council Executive positions available.
- (ii) A majority ballot of a quorum of National Council Delegates, although the actual count shall be of popular votes rather than along State lines.

4:1:3:5 After the Council Executive election, the following duties shall be assigned either to members of the Council or to other Practising members of the Institute as deemed appropriate, for

- (i) National Archivist
- (ii) National Registrar
- (iii) National Promotions Officer
- (iv) National Journal Editor
- (v) National Web Site Editor

The method of assignment shall be at the discretion of the meeting.

4:2A Relationship between the National Council and local sub-committees.

4:2A:1 It shall be recognized by members that the Council is the only management body of the Institute.

4:2A:2 Issues deemed by the Council to be of sufficient importance or relevance to all members of the Institute shall become the responsibility of the Council, who shall notify any Committee concerned to that effect.

4:2A:3 The Council shall have the overriding power in determining and directing the policy of the Institute on the issue(s) in question.

4:2A:4 Provided the relevant minimum requirement stated elsewhere in this Constitution are met, a local sub-committee shall determine:-

- (i) The frequency and nature of local activities including meetings and the intra- and interstate Seminars.
- (ii) The size and structure of the sub-committee.

4:2 Local groups and local sub-committees.

4:2:1 Definition of a local group.

For the purposes of this Constitution the term local sub-committee refers to a group of ten or more financial 'voting' members of the Institute who have agreed to organize and conduct themselves as a local group of the Institute under the terms of the AIMBI Constitution and By-laws.

4:2:1:1 Formation of a local group.

- 4:2:1:1:1 A group may be formed in any Australian State or Territory when there are ten or more financial voting members of the Institute residing in a particular area, where there is no existing group. There may be more than one local group in a large population centre.

4:2:1:1:2 The following steps are to be taken in forming a new local group:-

- (i) At an inaugural meeting a temporary chairperson will be selected, who will make a request in writing to the Council that a new group be recognized.
- (ii) The names and full membership details of the members forming the basis of the proposed new group should be supplied.
- (iii) The request must also indicate that the members of the Institute wishing to form a new group will abide by the Constitution and By-laws of the Institute.
- (iv) The request must be put to the vote, at a Council meeting and if accepted, the new group will be said to be formed.
- (v) Proper elections for a new sub-committee will take place at the first official general meeting of the new group as soon as possible after Council approval, including the election of National Council Delegates.
- (vi) The term of the first committee will be reduced or lengthened, as seen fit, to coincide with the first practical date for an AGM for new elections.

4:2:1:1:3 At this time the following local groups exist:- New South Wales, Queensland, South Australia, Victoria.

4:2:1:2 Powers of a local sub-committee.

4:2:1:2:1 The management of a local group shall be vested in the two National Council Delegates and the R&E Board Representative from that group.

4:2:1:2:2 The size and structure of a local sub-committee shall meet the minimum requirements set by this Constitution and shall be elected and retire in the manner described in the By-laws.

4:2:1:2:3 The sub-committee shall co-ordinate the affairs of the group and in particular shall have the power to:-

- (i) Transact the business and determine the policy of the group as far as this Constitution and By-laws allows.
- (ii) Appoint or remove any specially co-opted persons as necessary.
- (iii) Appoint an Auditor annually.
- (iv) Recruit new members of the Institute be they Student, Affiliate, Corporate or Practising.

- (v) Protect the high standing of the Institute as deemed necessary.
- (vi) Request the intervention or help of the Council in solving a problem of the group.

4:2:2 Election and Management of a Sub-Committee.

4:2:2:1 The local sub-committee shall consist of at least the following office bearers:-

- (i) Two National Council Delegates (2) and
- (ii) One Registration and Education Board Representative (1) and
- (iii) any co-opted members deemed necessary to complete a specific task.

4:2:2:2 All sub-committee positions are honorary and shall be held by financial Practising members who have been members of the Institute for more than twelve (12) months.

4:2:2:3 Sub-committee members shall become eligible for retirement or re-election every two years, except for National Council Delegates who shall become eligible for retirement or re-election every four years.

4:2:2:4 The election of a new sub-committee shall take place every two years at a local AGM. The new committee shall assume office at the conclusion of the AGM.

4:2:2:5 Notice of the forthcoming elections and any nominations, written and seconded, shall be given in the Notice of Meeting of the AGM sent to members 21 days prior to the meeting.

4:2:2:6 Other written and seconded nominations for sub-committee positions shall be in the hands of the National Council Delegates prior to the AGM.

4:2:2:7 The chairperson of the AGM has discretion in accepting nominations for sub-committee positions from the floor of the AGM should that become necessary.

4:2:2:8 Each sub-committee member must be elected by a majority ballot of a quorum of members at the AGM.

4:2:2:9 Resignation from a sub-committee position must be made in writing to the National Secretary.

4:2:2:10 Should any sub-committee position remain vacant, the sub-committee has the power to co-opt another member to fill the vacancy until the next sub-committee election, or to re-organize itself to meet its obligations provided it reports all changes and their reasons to the National Secretary for approval by National Council.

4:2:3 Duties of a local sub-committee.

The general duties of the sub-committee shall be to:-

- (i) Initiate, organize and co-ordinate the activities of the members of the Institute in that location in conjunction

with the Council, in order to achieve the objects of the Institute.

- (ii) Apply to National Council for funds for the general conduct of the Institute business at the local level.
- (iii) Represent the local group to any external body with which the group might be involved in achieving the objects of the Institute.
- (iv) Liaise with any local organization that represents the members of the Institute in that State on industrial matters.
- (v) Promote the Institute at a State level as the recognized authority on the field of Biomedical Communication. Such promotion to include activities designed to encourage membership of the Institute at all levels.
- (vi) Call and hold meetings of the group.
- (vii) Present annually to National Council, a report which shall include:-
 - (a) A summary of the year's activities and achievements.
 - (b) A financial report.
 - (c) An indication of the future activities.

4:3:1 National Registration and Education Board

4:3:1:1 The Board shall consist of the Board Executive plus one (1) representative from each local group who shall be a Registered financial Practising member of the Institute.

4:3:1:2 The Board Executive shall be appointed by the Council who can rescind such appointments, or fill any casual vacancies due to resignation, as required.

4:3:1:3 The Board Executive is to consist of:

- (i) Chairperson - who shall chair all Board meetings and generally administer and act as head of the Board. (In the chairperson's absence the Board will select a stand-in chairperson for that meeting).
- (ii) Secretary - responsible for all clerical functions, finance and correspondence of the Board.

4:3:1:4 The Board may co-opt up to four (4) extra members as expert advisers on areas of the Board's consideration. Such co-opted members shall remain members of the Board until their expertise is no longer required. Approval for any co-opted Board members must be obtained from the Council Executive prior to their first sitting with the Board. Such approval needs to be renewed at each following Council meeting.

4:3:1:5 The Board will be funded by-

- (i) Direct allocation from the Council after the Board's request to a Council meeting.

- (ii) Fees collected with Registration applications.
- 4:3:1:6 R&E Board authority needs to be renewed annually by the Council at its annual meeting, following presentation of the R&E Board Annual Report.
- (i) Copies of all Board meeting minutes and any other relevant information shall be forwarded routinely to all Board members. Local groups shall be kept up-to-date with all Board matters by their Representative.
 - (ii) The Board, in turn, shall seek the views of members, via the local Representative, in any matter which requires input from all or any members.
- 4:3:1:7 An R&E Board representative shall forward information on any correspondence between the local group and education authorities relevant to the Board's authority.
- 4:3:1:8 An R&E Board Annual Report shall be presented to an Annual Council Meeting containing:-
- (i) Details of the Board's previous year's activities, including a financial statement.
 - (ii) Names of Practising members recommended for Registration.
 - (iii) Names of Registered members recommended for Associateship or Fellowship.
- 4:3:2 Sub-Committees of the National Council
- 4:3:2:1 Every such sub-committee shall include:-
- (i) At least one member of the Council.
 - (ii) The National President, Secretary and Treasurer as ex-officio members.
- 4:3:2:2 No sub-committee shall have any executive authority without the permission of the Council.
- 4:3:2:3 Any executive authority granted must be renewed annually by the Council.
- 4:3:2:4 Unless otherwise directed, each sub-committee shall elect its own chairperson, decide its own quorums and may co-opt extra persons.
- 4:3:2:5 The sub-committee shall be directly responsible to the Council and must submit a written report to the Council at the conclusion of its investigations, or at an interval determined by the Council.
- 4:3:2:6 The Council shall be responsible for the funding of, or levy collection by, any sub-committee.
- 4:3:2:7 The Council shall have the power to cancel, at any time, a sub-committee authority. Such decision to be taken by popular vote of a majority ballot of a quorum of Council members.

4:3:2:8 A sub-committee, after cancellation of its authority must return, as soon as practicable, to the Council Executive, all records, properties and monies held on behalf of the Institute and its members.

5 Funding

5:1 Funding for National Council.

5:1:1 A joining fee to cover the cost of the certificate, postage, calligraphy, register, constitution and correspondence shall be set, the joining fee is to be paid at the time of membership application.

5:1:1:1 Concessional membership subscriptions shall be fixed at half that paid by a Practising member. Corporate membership will be twice that of Practising members

5:1:2 An annual membership fee payable by all members except Honorary Life Members shall be:

Practising	\$90.00
Affiliate	100% of Practising member rate
Student	50% of Practising member rate
Remote	50% of Practising member rate
Retired	50% of Practising member rate
Corporate	200% of Practising member rate
Honorary Life Member	nil

5:1:3 The Annual Membership Subscription for each member should be paid to the National Treasurer no later than the date set down in these By-laws.

5:1:4 The financial year shall start on the 1st day of July and end on the 30th day of June the following calendar year.

5:1:5 An auditor shall be appointed or re-appointed each financial year by the Council.

5:1:6 All cheques and withdrawals of monies must be signed by two members of the Council Executive.

5:1:7 The Council shall be responsible for directly funding of, or any levies made on members by, sub-committees of the Council.

5:1:8 New Membership Subscriptions shall be sent with the necessary application forms to the National Treasurer.

5:2 Funding of a local group.

5:2:1 Funds can be paid by National Council to local groups for use at local level to cover costs of local activities.

5:2:2 The Council shall determine the amount of the per-capita funding payable, proportionate to member participation.

- 5:2:3 Funds transferred to the National Treasurer from local groups, other than annual subscriptions, can be ear-marked for specific purposes.
- 5:2:4 All monies received by the National Treasurer on behalf of the local groups shall be paid into an account held by National Council.

6 Meetings

- 6:1 The Annual General Meeting.
 - 6:1:1 At least every year (preferably during a BNC) all members of the Institute must have the opportunity of meeting to discuss relevant Institute business at an Annual General Meeting (AGM).
 - 6:1:2 Only financial members shall be allowed to vote at an AGM.
 - 6:1:3 A quorum at an AGM shall be 20% of financial voting members.
 - 6:1:4 Every current financial member in the following categories shall have one vote:- Honorary Life, Fellow, Associate, Practising, Remote and Retired member.
 - 6:1:5 Corporate, Student and Affiliate members shall have no voting rights.
 - 6:1:6 Before any business of the Institute can be conducted at an AGM, the Chairperson must establish that a quorum of members is present within thirty minutes (30) after the scheduled time of the meeting.
 - 6:1:7 Once the meeting is declared open, the Chairperson shall conduct the business in Agenda order or as they see fit, using the Standing Orders as a guide. If at any time the Chairperson considers it in the interest of the meeting, strict adherence to the Standing Orders may be invoked to ensure the business of the meeting is carried out. The Chairperson, with majority support of the meeting, may also suspend all or part of the Standing Orders to facilitate urgent or unusual discussion, or when strict adherence is no longer considered necessary.
 - 6:1:8 In the absence of both National President and National Vice-President from the AGM, those in attendance shall elect one of those persons present to act as Chairperson with the full powers of the National President whilst so acting, provided a quorum of members is present.
 - 6:1:9 Minutes of an AGM shall record the name of the National President or other member who presides and the number of persons present.
 - 6:1:10 The precise words of each motion which is voted on shall be recorded including motions which are not carried. Motions which are not seconded and not accepted by the Chairperson shall not be recorded. Minutes shall include such other detail as determined by the Secretary or desired by the Chairperson.
 - 6:1:11 No unfinancial members shall be entitled to vote on any question, either personally or by proxy, at any AGM.
 - 6:1:12 Proxy votes will be allowed only on motions which have been duly circularized. Such votes in writing, addressed to the Chairperson,

stating the resolution covered, signed and dated by the originator, shall be accepted as legal votes at an AGM. A proxy vote may only be given by a financial voting member.

- 6:1:13 The National Secretary shall have at hand an up-to-date list of those members eligible to vote at the AGM.
 - 6:1:14 Any question as to the right of a member to vote at the meeting shall be put to the Chairperson whose decision, after conferring with the National Secretary, shall be final.
 - 6:1:15 Voting at an AGM shall be either by a show of hands or secret ballot at the discretion of the Chairperson.
 - 6:1:16 In either case, the Chairperson shall, by appointing scrutineers or by some other means, ensure that the vote is counted fairly and honestly.
 - 6:1:17 The Chairperson shall have one deliberate and one casting vote. The casting vote shall be exercised at the discretion of the Chairperson.
- 6:2 Voting at local group meetings
- 6:2:1 A Voting member shall be considered 'financial' if all subscriptions owed by that member to the Institute are paid to that date.
 - 6:2:2 All financial Practising members shall have one vote at a local group meeting.
 - 6:2:3 Corporate, Affiliates and Student members shall have no voting rights.
 - 6:2:4 The Chairperson shall have one deliberate and one casting vote. The casting vote shall be exercised at the discretion of the Chairperson.
 - 6:2:5 A voting member may cast their vote, by written proxy, on any Notice of Motion circularised in the Notice of Meeting.
 - 6:2:6 No unfinancial member shall be entitled to vote on any motion either personally or by proxy.
 - 6:2:7 A quorum at a local group meeting shall be 25% of financial voting members to be present within 30 minutes of the scheduled starting time of the meeting.
 - 6:2:8 Local group meetings.
 - 6:2:8:1 The local group sub-committee shall call and hold at least (4) General Meetings annually, the first meeting of each financial year to be an Annual General Meeting (AGM).
 - 6:2:8:2 All Institute members residing in that area shall receive fourteen (14) days written notice of any sub-committee meeting. It is also recommended that sub-committees fix and advertise meeting dates well in advance.
 - 6:2:8:3 Meetings can consist of workshops, site visits, education programmes, etc.

- 6:2:8:4 An Attendance Book shall be kept, in conjunction with the minutes of the meeting, where the names of members attending the meeting shall be recorded and reported to National Council if funding is sought.
- 6:2:8:5 The report of each meeting shall be signed by the chairperson as a true and accurate record of the business of the meeting.
- 6:2:8:6 Before any business of the local group can be transacted, the Chairperson must establish that a quorum is present within thirty (30) minutes of the scheduled start of the meeting.
- 6:2:8:7 A motion on an issue shall:-
- (i) Be presented to the meeting in the Notice of Meeting or accepted from the floor of the meeting at the discretion of the Chairperson.
 - (ii) Be considered as carried by a majority ballot of a quorum of members. Such ballot to include a count of both members present and any proxy votes pertaining to the issue in question.
- 6:2:9 The actual vote of members present may be by a show of hands or by secret ballot at the discretion of the Chairperson.
- 6:2:10 The counting of the ballot must be supervised by such scrutineers as considered necessary by the members present, and as appointed by the Chairperson.
- 6:2:11 In debating a motion or discussing an issue at any local meeting, the Standing Orders of the Institute will guide the chairperson. The Chairperson may, if he/she deems it necessary, invoke strict adherence to the Standing Orders to ensure that the business of the meeting is carried out. The Chairperson, with majority support of the meeting, may also temporarily suspend Standing Orders in order to facilitate urgent or unusual discussion.
- 6:2:12 A Special General Meeting may be called by the local sub-committee, or by no less than five (5) members petitioning the sub-committee in writing. Any such request must be justified by those petitioning to the satisfaction of the sub-committee. In this case the usual rules covering written Notice of Meeting shall apply.
- 6:3 National Council Meetings.
- 6:3:1 The Council shall meet in person or by teleconference at least once every quarter. There shall be one National Council Meeting (NCM) prior to the AGM where all available Delegates shall attend.
- 6:3:2 At times other than the NCM, debate and voting on issues may take place by correspondence between the Council Executive and National Council Delegates.
- 6:3:3 A quorum at a National Council meeting shall be a minimum of four represented groups. A group may be represented by either one or both of its two duly elected National Council Delegates.

- 6:3:4 Voting at a NCM shall be on group lines, except for executive elections and for HLMS, and each group shall have one vote, the Chairperson having one casting vote at his/her discretion.
- 6:3:5 The meeting may decide by a motion carried to that effect, that a ballot on a particular issue (other than a change to the By-laws) shall be by popular vote of those present. In this case a simple majority of numbers shall carry the motion.
- 6:3:6 Motions must be carried by a majority of groups or National Council Delegates, as appropriate.
- 6:3:7 In the case of correspondence debates, the National President must:-
- (i) Use discretion on the decision to take a vote or to hold the debate at a properly convened NCM.
 - (ii) Withdraw any motion if one group requests that the debate be held over to the next NCM.
 - (iii) A quorum for such correspondence debates must be a reply from four (4) groups and a motion will be deemed to be carried by a majority of groups.
- 6:3:8 Written notice of a NCM shall be given by the National Secretary to all National Council delegates at least thirty (30) days in advance, or fourteen (14) days in the case of a teleconference meeting.
- 6:3:9 Any Notices of Motion or other business to be included on the Agenda of a NCM must be in the hands of the National Secretary at least sixty (60) days (teleconference - twenty-one (21) days) before the due date of the meeting.
- 6:3:10 At all NCMs, a quorum of National Council Delegates must be present within thirty (30) minutes of the scheduled start of the meeting before any Institute business may be transacted, except teleconferences where it shall be five (5) minutes.
- 6:3:11 The Chairperson shall have the responsibility of affirming that a quorum is present by the allotted time.
- 6:3:12 Minutes of a NCM shall be signed by the National President, or other member who presides, as a true and accurate record of the proceedings.
- 6:3:13 **The Biennial National Conference.**
- 6:3:13:1 This is the most important event on the Institute calendar, as it is the one regular opportunity for all members of the Institute to meet.
 - 6:3:13:2 To ensure that the opportunity arises, the Council shall delegate responsibility to one of the local groups to organise the next Biennial National Conference (BNC).
 - 6:3:2:3 The announcement shall be considered as due notice being given to the local group concerned and it shall include an offer of every assistance in carrying out this important task.

- 6:3:2:4 Unless decided otherwise by the Council, the Biennial National Conference (BNC) will be held in one of the following States in the order given below and will be hosted by the relevant local group:- Victoria, South Australia, Queensland, New South Wales
- 6:3:2:5 The venue of the next conference will be confirmed at the Council meeting prior to a conference and shall be announced at the AGM.
- 6:3:2:6 Within six (6) months of the announcement the local group concerned shall convene a special meeting to organize a Conference Committee structured as required.
- 6:3:2:7 At each BNC an exhibition of the work of members and invited guests will be conducted under the following guidelines

These guidelines are designed to achieve uniformity from conference to conference.

The AIMBI Award Exhibition is an opportunity for members to win GOLD, SILVER or BRONZE awards for their work and have their work exhibited at the Professional Exhibition at the BNC.

The Professional Exhibition is held in conjunction with the BNC and will display any entry that comes up to a professional standard. Entries can include; Clinical & Non Clinical Photography, Ophthalmic Photography, Graphic Design, Medical Art, Posters, Video, Animation, 3D and Web design including Educational or Public Relations work that has been undertaken for Medical, Biological or Scientific purposes.

All entries will be judged on their professional standards and will be in the chance to win an award. It is at the discretion of the judging panel to decide how many awards to present.

THE AIMBI AWARDS – all award winners will receive a certificate

BRONZE AWARD – will be awarded to work that exhibits an excellent application of technique, understanding and interpretation of the subject matter.

SILVER AWARD – will be awarded to work that shows an outstanding application of technique, understanding and interpretation of the subject matter.

GOLD AWARD – will be awarded to work that demonstrates an exceptional use of technique, understanding and interpretation of the subject matter.

In addition to the Gold, Silver & Bronze awards, these special categories may be presented:
Best Overall Entry – the best of the Gold Award winners
Best Student Entry
Best Non AIMBI Member Entry (if there are a sufficient number of entries).

Entry fees: Entry fees are set by the convening committee. AIMBI member's entry fee is recommended at one level, while the fee for non-members is recommended at a higher level. Students should be offered a reduced rate. Payment for entry fees must accompany the Entry Form and be payable in Australian currency. Entries, Entry Form and payments are to be mailed to the Profession Exhibition Convenor

International Entries: To encourage participation from abroad, the Professional Exhibition Committee will issue a Certificate of Participation to each entrant from outside Australia.

Judging: Entries will be judged prior to the Conference. The judging panel will consist of representatives of AIMBI and should have relevant expertise in the field they are judging. An invitation should be extended to 2 independent judges. The images will be judged on a colour calibrated monitor.

The entries will be displayed digitally at the AIMBI BNC. The awards will be announced and presented at the AIMBI President's dinner and published in eNetwork.

Rules of Entry:

1. The Professional Exhibition is open to all those employed within the biological, medical or scientific illustration professions; however, only financial members of AIMBI are eligible to receive awards. The exceptions are 1. Students enrolled in a degree, diploma or certificate, art or photography course, who are entitled to be eligible for the Best Student Entry and 2. Non-members are eligible for the Best non-member entry. Team entries are permitted if the majority of the team are AIMBI members.
2. There is a maximum of 4 entries per entrant.
3. All photographic, illustration and design entries should be submitted as digital files in 2 formats: 1 high resolution tiff file suitable for publication (A4 ,300dpi) and 1 low resolution jpeg file suitable for displaying on screen/digital projection (1024x768 pixels). Please include originals if entering a brochure or publication. All video, animation and DVD work please submit original work, as well as including a high & low resolution screen grab file suitable for publication and digital display, as outlined above.
4. The electronic files are to be mailed on CD or DVD to AIMBI Exhibition Awards co-ordinator. The discs will not be returned to entrants. If submitting any original works that need to be returned, the entrant is required to supply a self addressed stamped envelope/package. The Committee will not be responsible for damage to entries in transit or at the conference.
5. The files must be labelled with the entrants surname _image title
6. All entries must be the original work of the entrant(s) as stated on the entry form.
7. Each entry must be accompanied with an entry form, which includes your full name, contact details, a brief description of your work, technical details and signature to agree to abide by the rules.
8. Closing date for entries: All entries should be received 30 days before the conference or as set by AIMBI Awards co-ordinator.
9. Entrants must have permission from the copyright holder to enter work in the awards. Entry into the Professional Exhibition gives permission for AIMBI to display the work in the AIMBI Collection or publish it for the purpose of promoting AIMBI without payment by AIMBI. Any prior copyright restrictions must be noted on the Entry Form.
10. Any patient or any other person depicted in a photograph (whether identifiable or not) must have given permission and consent for their image to be exhibited by AIMBI and to be published to promote AIMBI. AIMBI can ask for proof of this consent from entrant. Care must be taken to maintain confidentiality of any persons who may appear in any entry.
11. Acceptance of entries for display will be at the discretion of the judging panel.
12. Awards will be presented to those entrants who in the opinion of the judges demonstrate the best use of skills as medical & biological illustrators, the application of design, effective communication and visual effectiveness.

Clarification of the rules and procedures regarding the Professional Exhibition will be made by the AIMBI Awards Exhibition co-ordinator.

6:4 Registration and Education (R&E) Board Meetings

6:4:1 Voting at all Board meetings shall be by popular vote, including the Special Annual R&E Board meeting where each representative will have one vote for their local group.

6:4:2 A quorum at Board meetings and at Special Annual R&E Board meetings will be five (5) members.

7 Amendments to the Constitution

No By-laws pertain to the amendment of the Constitution.

8 Misconduct of Members

8:1 Code of Conduct

- (a) Members of the Institute are governed by the Constitution and By-laws of the Institute. The Council has the power to terminate the membership of any member if it be in the interests of the Institute to do so.
- (b) With these considerations in mind, Council wishes to bring to the notice of the members that in its view failure to observe the requirements set out below would be the kind of conduct which could result in termination of membership under the Constitution.
- (c) Items (a) and (b) do not preclude the Council from exercising this power in regard to matters not mentioned in this Code of Conduct.
- (d) From time to time Council will review this Code of Conduct and will make amendments if necessary.
- (e) General Membership.
 - (i) All members shall recognize the authority of the Council in all matters relating to interpretation of this Code of Conduct.
 - (ii) Every member shall at all times conduct themselves in a manner which shall not discredit either the Institute or the Profession.
 - (iii) No member shall knowingly embark on a practice of unsafe nature as a result of which injury or damage may be caused to persons or property.
 - (iv) No member shall disclose any information pertaining to a patient to any person other than a medical or dental practitioner concerned with the said patient for any reason other than an order of court.
 - (v) No member shall illustrate or in any way record images of a patient other than at the request of a medical or dental practitioner or client.
 - (vi) Members shall be aware of, and act appropriately upon, the need for a chaperon when in the presence of a patient.

- (vii) No member shall undertake to provide a service to person(s) in an institution where there already exists an illustration service, without the prior knowledge of the head of that service.
 - (viii) No member shall disclose to any third party confidential information regarding any technique, process, practice, experiment, development or policy to a person requesting the member's services except in so far as such information is reasonably necessary in order to explain matters relating to the member's work as an illustrator.
 - (ix) No member, without appropriate qualifications, may use any design letters or logos of the Institute. Any member allowing his/her membership to lapse will forfeit the right to this privilege.
 - (x) No member shall offer or accept for reproduction any material subject to the Copyright Act or accept a reproduction fee with respect to any such material for which they do not own copyright without the permission of the owner of the copyright.
- (f) Corporate Membership.
- (i) Any firm or company in this category of membership shall at all times conduct its business in a manner befitting its membership of the Institute.
 - (ii) No firm or company shall at any time offer any kind of inducement to other members or purchasing bodies in an attempt to influence their decision on the purchase of any item(s) or service(s) other than in a normal and proper course of business.
 - (iii) No member shall offer a service which he/she knows cannot be fulfilled.

9 Cessation of Membership

No by-laws pertain to the cessation of membership.

10 Dissolution of the Institute

No by-laws pertain to the dissolution of the Institute