



BY-LAWS

AUSTRALIAN INSTITUTE OF CERTIFIED PRACTISING TRAINERS

(‘AICPT’)

Company Limited by Guarantee

ACN: 160 681 363

ABN: 63 160 681 363

1. DEFINITION AND INTERPRETATION

1.1. The By-Laws should be read in conjunction with and are subject to the Constitution of the Institute.

1.2 Terms defined in the Constitution have the same meaning in these By-Laws.

2. MEMBERSHIP GRADES

2.1 The categories of membership and postnominals in the Institute are:

- Certified Practising Trainer (CPT)
- Honorary Fellow and Life Member (Hon FAICPT)
- Fellow (FAICPT)
- Member (MAICPT)
- Associate (AAICPT)
- Affiliate.

2.2 Certified Practising Trainer (CPT) is awarded to a member if any one (or more) of the following criteria are met. That he or she:

- has a degree in training qualification or diploma level in training qualification, 10 years training experience with at least 3 at management level in training plus the successful completion of a Certified Practising Trainer (CPT) assessment covering the application of skills and continuing professional development
OR
- prior attainment of the Fellow (FAICPT) grade of membership plus 10 years training experience with at least 3 at management level in training.

2.3 Honorary Fellow and Life Member (Hon FAICPT) grade is awarded to the following persons:

- Founding Members of the Institute
- A member who has made an outstanding and sustained contribution to the Institute
- Distinguished professional trainers appointed to the Board positions by the Founders.

2.4 Fellow grade (FAICPT) is awarded to a person if any one (or more) of the following criteria are met. That he or she:

- has a postgraduate degree in training qualification and 5 years training experience
OR
- has 8 years training experience plus an equivalent Fellowship grade in a Chartered teacher or Chartered training professional body or association.

2.5 Member grade (MAICPT) is awarded to a person if any one (or more) of the following criteria are met. That he or she:

- has an undergraduate degree in training qualification or diploma in training qualification and 3 years training experience
OR
- has a minimum of 5 years training experience which is judged by the Institute as commensurate to the qualification.

2.6 Associate grade (AAICPT) is awarded to a person if any one (or more) of the following criteria are met. That he or she:

- has a certificate in training qualification
OR
- has a minimum of 3 years training experience which is judged by the Institute as commensurate to the qualification.

2.7 Affiliate grade is for new and aspiring trainers who do not yet have a trainer qualification and have not gained 3 years training experience, or for anyone else who has an interest in training.

3.0 ANNUAL SUBSCRIPTION FEES

3.1 The Institute membership fees and certification fee are as follows:

Membership grade and Certification	Annual subscription (in Australian dollars)
Affiliate	\$250.00
Associate (AICPT)	\$350.00
Member (MAICPT)	\$450.00
Fellow (FAICPT)	\$650.00
Honorary Fellow and Life Member (Hon FAICPT)	N.A.
Certified Practising Trainer (CPT) One off assessment fee for first time applicant	\$950.00
Certified Practising Trainer (CPT) Annual certification fee	\$550.00

3.2 The Board delegates its power to the Chief Executive Officer) to authorize variations to the annual subscription on a case by case basis where there is commercial benefit to the Institute

3.3 Payment options for the annual subscription fees can be introduced or withdrawn at the discretion of the Board.

4.0 CONFLICT OF INTEREST

4.1 All Board and State and Territory and Overseas Division members must declare at the time of nomination and acceptance of office any issues, commitments, office bearing positions or memberships which may cause a conflict of interest with the Institute activities, objectives and/or strategic direction.

4.2 If a conflict of interest issue is raised that is not already covered within the Constitution, the matter will be referred to the National President for a Board decision.

5.0 ELECTION OF DIRECTORS

5.1 The Board comprises of three company directors who are honorary and life members of the Institute.

5.2 There is no time limit for a Director serving on the Board unless he or she submits his or her resignation to the National President.

5.3 State and Territory and Overseas Directors are elected by the Board members.

5.4 State and Territory and Overseas Directors will be elected for two years period.

6.0 DIVISIONS OF THE INSTITUTE

6.1 The Divisions for the Institute are as follows:

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia
- Overseas.

6.2 Each Division will be lead by a State and Territory and Overseas Division Director elected by the Board.

6.3 The maximum number of members on any State and Territory and Overseas Division Council is five.

Each Division will comprise of five committee members who are members of the Institute.

The committee members include the State and Territory and Overseas Division Director as the Chair of the Division.

6.4 Each Division will have a council which has the following roles:

- Meet KPI's aligned with the Strategic Plan established by the Board
- Plan and co-ordinate professional development activities for members within their Divisions
- Provide opportunities for networking and support among members
- Volunteering for other functions that are consistent with the Institute's Constitution, By-Laws and Board decisions, e.g. advisory panels, expert panels, national conference and membership promotion events.

6.5 The Board retains the right to censure the behavior of individual state and territory and overseas council members, dismiss individual state and territory and overseas Director or members or dissolve the council. Instances may include a demonstrable lack of support, lack of activity from the council, disruptive or unproductive conduct of individual council members or continued breaches of the Institute Code of Ethics and Professional Practice.

7.0 Expenditure Approvals

7.1 The following parameters to approve expenditure, entre contracts or take on financial obligations on behalf of the Institute apply:

- Board of Directors
Any amount of expenditure including any amounts not listed in the approved budget with majority approval by the Board (signed off required by the National President or Company Secretary and Treasurer)
- Divisional Councils (sign-off required by Divisional Council State and Territory and Overseas Director)

Council meeting expenditure budget as prescribed in the operating budget.

7.2 All payments issued by the Institute are required to have two authorized (2) signatures, either electronic or personal signature.

7.3 Payment signatories may consist of Board members as decided by the Company Secretary and Treasurer.

7.4 Expenses reimbursement claims must be submitted with approved sign-off and original receipts within two (2) months of the expense being incurred.

