



# Membership By-Laws

---

Australian Centre for Career Education Ltd

## Our values

ACCE is empowered to make By-Laws under the ACCE Constitution. ACCE's By-Laws are subject to the ACCE Constitution and enshrine policies and procedures governing membership, continuing professional development, the meeting of regulatory requirements and the regulation of our members' professional conduct. The ACCE Constitution sets out the values and objects that underpin the charitable work of ACCE.

The By-Laws include the process of nominating Members for election to our Board of Directors and office bearers and the membership structure that may be amended from time to time as approved by the Board.

### About ACCE

The Australian Centre for Career Education (formerly the Career Education Association of Victoria, CEAV) (**ACCE**) is a national career education subject association, subject expert, and endorsed training provider of career practitioners by the peak industry body, The Career Industry Council of Australia (**CICA**). We are a not-for-profit educational charity and thought leader in career education and development.

Our mission is the advancement of career development and education for the public benefit of all Australians.

## **1. Introduction**

- 1.1. Supplementary to the ACCE Constitution, the purpose of these By-Laws is to govern the eligibility criteria and the terms and conditions for membership of ACCE.
- 1.2. The Board is responsible for the governance of ACCE and determining eligibility for and conditions of membership. The Board has approved these By-Laws as an important document for ACCE maintaining a high standing within its membership and the general community.

## **2. Membership**

- 2.1. The ACCE membership services team will maintain a Register of Members (**Register**) for the Board.
- 2.2. The Register will record the membership status of each Member and must contain:
  - a) A list of Members, including each Member's legal name and address; and
  - b) The date of the Member's admission to membership and ongoing membership status (i.e. category of membership) with ACCE.

### **3. Privacy**

- 3.1. A Member may at any time request access to the personal information that ACCE holds about them in accordance with the ACCE privacy policy and Australian privacy laws which apply at the time the request is made.

### **4. Membership Structure**

- 4.1. There are eight (8) distinct categories of membership to ACCE:
- 1) Ordinary professional Members;
  - 2) Ordinary associate Members;
  - 3) Ordinary standard Members;
  - 4) International Members;
  - 5) Corporate Members;
  - 6) Staff Members;
  - 7) Student Members, and
  - 8) Life Members.
- 4.2. Each category of prospective Member is required to meet separate eligibility requirements for admission to and ongoing membership with ACCE.

### **5. Qualifications**

- 5.1. Any required qualification for Members will be prescribed by the Board.
- 5.2. Qualifications relevant to membership categories will be included in the eligibility criteria for the relevant membership categories set out below and may be updated from time to time.

### **6. Eligibility criteria for Ordinary Professional Members**

- 6.1. ACCE may admit to membership a person in the ordinary professional category of membership who:
- a) Applies for membership in the form prescribed at the time of application;
  - b) Pays the prescribed application fee, and any other readmission fees as applicable;
  - c) Satisfies the qualification requirement for this membership category as holding a CICA endorsed qualification in career development practice at graduate certificate level 8 or equivalent.
- a) Supplies supporting documentation as ACCE may request;
  - b) Where an ordinary professional Member holds a membership that has been paid for by their employer and wishes to transfer their membership to a personal professional membership, their employer must provide permission

is writing to ACCE. Where written approval is not provided, the Member will not be able to transfer their membership.

## **7. Ongoing conditions of Ordinary Professional Members**

- 7.1. It is the responsibility of Members admitted to the ordinary professional category of membership to:
- a) Adhere to the CICA professional standards for career development practitioners and the ACCE Code of Ethics.
  - b) Comply with the ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - c) Promote the objectives and values of ACCE;
  - d) Meet the CICA standards for annual professional development of 15 professional development hours each year;
  - e) Agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - f) Agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
  - g) Agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE.
  - h) Advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

## **8. Rights of Ordinary Professional Members**

- 8.1. The rights of Ordinary Professional Members include to:
- a) receive notice of each general meeting;
  - b) be counted in determining a quorum at a general meeting;
  - c) attend and vote on any resolution at a general meeting, including the election of Directors;
  - d) appoint a proxy to attend and vote at a general meeting;
  - e) nominate a candidate to stand for election to the Board in accordance with the requirements of the ACCE Constitution and the law;
  - f) in the manner prescribed in the ACCE Constitution, together with other Members, call for a special general meeting as outlined in the ACCE Constitution;

- g) access exclusive discounted or free services such as professional development events and conferences;
  - h) access an online member portal of information and resources created by ACCE;
  - i) receive a membership certificate of practice as an ordinary professional member and a digital tile for use in email signatures confirming their ordinary professional membership;
  - j) record their professional development hours in their section of the ACCE member portal; and
- i) receive exclusive member information and offers as developed from time to time;

## **9. Eligibility criteria for Ordinary Associate Members**

- 9.1. ACCE may admit to membership a person in the ordinary associate category of membership who:
- a) applies for membership in the form prescribed at the time of application;
  - b) pays the prescribed application fee, and any other readmission fees as applicable;
  - c) satisfies the qualification requirement for this membership category as holding a CICA endorsed Certificate IV qualification in career development practice.
  - d) supplies supporting documentation as ACCE may request;
  - e) where an ordinary professional Member holds a membership that has been paid for by their employer and wishes to transfer their membership to a personal professional membership, their employer must provide permission in writing to ACCE. Where written approval is not provided, the Member will not be able to transfer their membership.

## **10. Ongoing conditions of Ordinary Associate Members**

- 10.1. It is the responsibility of Members admitted to the ordinary associate category of membership to:
- a) adhere to the CICA professional standards for career development practitioners and the ACCE Code of Ethics;
  - b) comply with the ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - c) promote the objectives and values of ACCE;
  - d) meet the CICA standards for annual professional development of 15 professional development hours each year;

- e) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
- f) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
- g) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and  
advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

## **11. Rights of Ordinary Associate Members**

- 11.1. Rights of Ordinary Associate Members include to:
- a) receive notice of each general meeting;
  - b) attend and vote on any resolution at a general meeting, including the election of Directors;
  - c) be counted in determining a quorum at a general meeting;
  - d) appoint a proxy to attend and vote at a general meeting;
  - e) nominate a candidate to stand for election to the Board in accordance with the requirements of the ACCE Constitution and the law;
  - f) in the manner prescribed in the ACCE Constitution, together with other Members, call for a special general meeting as outlined in the ACCE Constitution;
  - g) access exclusive discounted or free services such as professional development events and conferences;
  - h) access to online Member portal of information and resources created by ACCE;
  - i) receive a membership certificate of practice as an ordinary associate Member and a digital tile for use in email signatures confirming their ordinary associate membership;
  - j) record their professional development hours in their section of the ACCE member portal; and
  - k) receive exclusive Member information and offers as developed from time to time.

## **12. Eligibility criteria for Ordinary Standard Members**

- 12.1. ACCE may admit to membership a person in the ordinary standard category of membership who:
- a) applies for membership in the form prescribed at the time of application;

- b) pays the prescribed application fee, and any other readmission fees as applicable;
- c) is not recognised as a qualified career practitioner but who is seeking to keep up-to-date with what is happening in the career space;
- d) supplies supporting documentation as ACCE may request; and
- e) where an ordinary standard Member holds a membership that has been paid for by their employer and wishes to transfer their membership to a personal standard membership, their employer must provide permission in writing to ACCE. Where written approval is not provided, the Member will not be able to transfer their membership.

### **13. Ongoing conditions of Ordinary Standard Members**

- 13.1. It is the responsibility of members admitted to the ordinary standard category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - b) promote the objectives and values of ACCE;
  - c) adhere to the ACCE Code of Ethics;
  - d) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - e) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
  - f) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and
  - g) advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

### **14. Rights of Ordinary Standard Members**

- 14.1. Rights of Ordinary Standard Members include to:
- a) receive notice of each general meeting;
  - b) attend and vote on any resolution at a general meeting, including the election of Directors;
  - c) be counted in determining a quorum at a general meeting;
  - d)
  - e) appoint a proxy to attend and vote at an general meeting;



- f) nominate a candidate to stand for election to the Board in accordance with the requirements of the ACCE Constitution and the law;
- g) in the manner prescribed in the ACCE Constitution, together with other Members, call for a special general meeting as outlined in the ACCE Constitution;
- h) access exclusive discounted or free services such as professional development events and conferences;
- i) access and online Member portal of information and resources created by ACCE;
- j) record their professional development hours in their login to the ACCE member portal; and
- k) receive exclusive Member information and offers as developed from time to time.

**15. Eligibility criteria for International Members**

- 15.1. ACCE may admit to membership a person in the international category of membership who:
- a) applies for membership in form prescribed at the time of application;
  - b) pays the prescribed application fee, and any other readmission fees as applicable;
  - c) is an overseas career association, career training body, career researcher/organisation, educational entity or other relevant body in the career industry or with similar objectives to ACCE and whose membership is approved by the ACCE Board; and
  - d) supplies a contact representative and supporting documentation as ACCE may request.

**16. Ongoing conditions of International Members**

- 16.1. It is the responsibility of Members admitted to the international category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - b) promote the objectives and values of ACCE;
  - c) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - d) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE; and

- e) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and
- h) advise ACCE about changes to their representative and contact details within one month after the change by phone or email.

## **17. Rights of International Members**

- 17.1. Rights of International Members to:
- a) receive notice of and attend general meetings;
  - b) access exclusive discounted or free services such as professional development events and conferences;
  - c) access an online Member portal of information and resources created by ACCE;

### **Voting rights**

- 17.2. International Members are not entitled to:
- a) be counted in determining a quorum at a general meeting;
  - b) vote at a general meeting including on the election of Directors; or
  - c) nominate a candidate to stand for election to the Board.

## **18. Eligibility criteria for Corporate Members**

- 18.1. ACCE may admit to membership a person in the Corporate category of membership who:
- a) applies for membership in form prescribed at the time of application;
  - b) pays the prescribed application fee, and any other readmission fees as applicable;
  - c) is an Australian educational body or association (but not a school), government department, or industry who subscribe to the mission, vision and objectives of ACCE and whose membership is approved by the ACCE Board; and
  - d) supplies a contact representative and supporting documentation as ACCE may request.

## **19. Ongoing conditions of Corporate Members**

- 19.1. It is the responsibility of Members admitted to the corporate category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;

- b) promote the objectives and values of ACCE;
- c) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
- d) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
- e) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and
- f) advise ACCE about changes to their representative and contact details within one month after the change by phone or email.

## **20. Rights of Corporate Members**

20.1. Rights of Corporate Members include to:

- a) receive notice of and attend general meetings;
- b) access exclusive discounted or free services such as professional development events and conferences;
- c) access an online Member portal of information and resources created by ACCE; and
- d) apply for sponsorship, advertising and promotional opportunities.

### **Voting rights**

20.2. Corporate Members are not entitled to:

- a) be counted in determining a quorum at a general meeting;
- b) vote at a general meeting including on the election of Directors; or
- c) nominate a candidate to stand for election to the Board.

## **21. Eligibility criteria for Staff Members**

21.1. ACCE will admit employees to membership in the staff category of membership who:

- a) commence employment at ACCE and have supplied the relevant documents as ACCE may request; and
- b) agree to adhere to the CICA professional standards for career development practitioners, ACCE Code of Ethics, ACCE code of Conduct and professional development requirements for personal professional development.

## **22. Ongoing conditions of Staff Members**

- 22.1. It is the responsibility of Members admitted to the Staff category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - b) promote the objectives and values of ACCE;
  - c) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - d) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
  - e) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and
  - f) advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

## **23. Rights of Staff Members**

- 23.1. Rights of Staff Members include to:
- a) receive notice of and attend general meetings;
  - b) access discounted or free services such as professional development events and conferences; and
  - c) access an online Member portal of information and resources created by ACCE.

### **Voting rights**

- 23.2. Staff Members are not entitled to:
- a) be counted in determining a quorum at a general meeting;
  - b) vote at a general meeting including on the election of Directors;
  - c) nominate a candidate to stand for election to the Board; or
  - d) apply to be nominated to the ACCE Board.

## **24. Eligibility criteria for Life Members**

- 24.1. ACCE may admit to membership a person in the Life category of membership who:

- a) has been nominated to the membership category by the ACCE Board, having satisfied the Board that they have made a significant contribution of voluntary service to ACCE;
- b) has;
- c) satisfies the qualification requirement for this membership category as holding a CICA endorsed qualification in career development practice at graduate certificate level 8 or equivalent;
- d) is an ACCE Member in the ordinary professional membership category at the time Life Membership is awarded; and
- e) supplies supporting documentation as ACCE may request.

## **25. Ongoing conditions of Life Members**

- 25.1. It is the responsibility of Members admitted to the Life category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - b) promote the objectives and values of ACCE;
  - c) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - d) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
  - e) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE; and
  - f) advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

## **26. Rights of Life Members**

- 26.1. Rights of Life Members include to:
- a) not be required to pay any fees for membership;
  - b) receive notice of each general meeting;
  - c) attend and vote on any resolution at a general meeting, including the election of Directors;
  - d) be counted in determining a quorum at a general meeting;
  - e) appoint a proxy to attend and vote at a general meeting;
  - f) nominate a candidate to stand for election to the Board in accordance with the requirements of the ACCE Constitution and the law;

- g) in the manner prescribed in the ACCE Constitution, together with other Members, call for a special general meeting as outlined in the ACCE Constitution;
- h) access exclusive discounted or free services such as professional development events and conferences;
- i) access an online Member portal of information and resources created by ACCE;
- j) membership certificate of life membership and professional membership if applicable, and a digital tile confirming their Life membership; and
- k) record their professional development hours in their login to the ACCE Member portal; and
- l) receive exclusive Member information and offers as developed from time to time.

**27. Eligibility criteria for Student Members**

- 27.1. ACCE will admit a student to membership in the student category of membership who:
- a) is enrolled to study at the CEAV Institute or a CICA endorsed career course provider;
  - b) pays the prescribed application fee; and
  - c) supplies supporting documentation as ACCE may request.

**28. Ongoing conditions of Student Members**

- 28.1. It is the responsibility of Members admitted to the Student category of membership to:
- a) comply with ACCE Constitution, By-Laws and other rules that may come into place from time to time;
  - b) promote the objectives and values of ACCE;
  - c) agree not to disclose the personal information of other Members, which includes their contact details in all forms, to another person (including other Members and non-Members);
  - d) agree not to distribute Member-specific resources to other categories of Members, or persons/entities that are not Members of ACCE;
  - e) agree not to use their ACCE membership for political contact or personal gain, or advertise the sale of goods or services or solicit business unless in accordance with their membership rights or otherwise under express agreement with ACCE;
  - f) remain enrolled and not withdraw or defer their study; and

- g) advise ACCE about changes to their personal and contact details within one month after the change by phone or email.

## **29. Rights of Student Members**

29.1. Rights of Student Members include to:

- a) receive notice of and attend general meetings;
- b) access to information as provided by ACCE to student Members; and
- c) access exclusive discounted or free services such as professional development events and conferences.

### **Voting rights**

29.2. Student Members are not entitled to:

- a) be counted in determining a quorum at a general meeting;
- b) vote at a general meeting including on the election of Directors; or
- c) nominate a candidate to stand for election to the Board.

## **30. Continuing Professional Development**

Members of ACCE in membership categories required to undertake professional development must:

- 30.1. maintain a record of the precise nature of their Continuing Professional Development, including dates, time expended and topics covered;
- 30.2. retain their continuing professional development records for a period of 2 years; and
- 30.3. produce such records to an officer of ACCE for inspection upon request.

## **31. Failure to undertake Continuing Professional Development**

If for any reason a Member fails to undertake the required amount of Continuing Professional Development activities in any period or produce for inspection a record of their Continuing Professional Development activities at the request of ACCE, the Board may, in its absolute discretion, without prejudice investigate the matter further, require the Member to provide such information as the Board reasonably requests, and cause the Member to enter a formal agreement to complete the required Continuing Professional Development (excluding the requirements of the following triennium) within a prescribed timeframe. If the Member fails to comply, they may be dealt with in accordance with the disciplinary provisions of the ACCE Constitution, as further referenced in By-Law 38.

### **32. Membership Fees**

- 32.1. Members of ACCE in the following membership categories are required to pay the membership fee(s) described as being an ongoing condition of membership.
  - a) Ordinary professional Members;
  - b) Ordinary associate Members
  - c) Ordinary standard Members
  - d) International Members;
  - e) Corporate Members; and
  - f) Staff Members.
- 32.2. Any annual fees are to be determined at the discretion of the Board.
- 32.3. Fees will be published in the ACCE website.
- 32.4. Members will receive renewal notices via email at least two weeks before the expiration of their membership.
- 32.5. Annual membership commences for a period of one year from the date of payment or renewal unless a pro rata amount is invoiced.
- 32.6. Where a membership fee remains due and unpaid by a Member for 60 days, such Member will automatically cease to hold membership with the Company in accordance with clause 5.2(b) of the ACCE Constitution.
- 32.7. Late fees are not applied to overdue payments.
- 32.8. Pro-rata membership fees may be applied to a membership invoice by ACCE where an employer organisation is paying for more than one member in order to align the renewal payment for each of the employer's members.
- 32.9. Membership Renewals are processed within 14 days of being invoiced. Renewal payments not processed within the 14 days may be credited the invoice.
- 32.10. ACCE may waive a membership fee or offer reduced fees for bulk membership applications.

### **33. Advancement of Designation – Fees**

- 33.1. All Members must notify ACCE about relevant changes to their membership category according to changes in their qualification designation or eligibility for other membership categories.
- 33.2. Members advancing in category designation must pay the difference in membership fees as required for the remainder of their membership calculated on a pro rata basis and must supply any supporting documentation as ACCE may request.

### **34. Movement to Life Member**

- 34.1. Nominated Life Members will not automatically be retired from their Ordinary Professional membership category.



34.2. Life members will retain their rights in both the Life Member and Ordinary Professional membership category, but will not be required to pay any fees for either membership category.

**35. Cessation of membership**

35.1. The cessation of membership of a Member will occur in the circumstances set out at clause 6.1 of the ACCE Constitution.

**36. Effect of cessation of membership**

36.1. In addition to such effects as are outlined in clause 6.5 of the ACCE Constitution, the following are the further effects of cessation of a Member's membership.

36.2. Any member who ceases membership under the provisions of the ACCE Constitution shall:

- a) forfeit all and any rights and privileges of membership at the date of cessation of their membership; and
- b) have no further rights or claims against ACCE or the property or funds of ACCE, except rights or claims as a creditor (if any) and any rights or claims arising from actions or omissions during the period of membership.

36.3. Members suspending or ceasing their membership of ACCE for any reason will not receive a full or partial refund of their membership fee. Applications for refunds based on hardship may be made to the Board in writing and the outcome will be determined by the Board. Members will be advised in writing of the Board's determination with 8-weeks of filing an application.

**37. Resignation of membership**

37.1. In addition to the procedure for resignation of membership outlined in Clause 6.2 of the constitution, the following are further effects of such resignation.

37.2. Where an employer has paid the membership for a resigned Member, ACCE will hold the membership open so the employer can fill the membership vacancy by putting forward another employee in writing. If the employee is deemed eligible by ACCE to become a member, they will hold the membership for the remainder of the paid membership period.

**38. Board suspension or expulsion**

The Board may suspend or expel a Member in accordance with the circumstances and procedure set out in Clause 6.3 of the Constitution.

**39. Right of appeal**

The procedure for appeals to suspensions and expulsions is set out at clause 6.4 of the Constitution.

**40. Making a Complaint about Professional Conduct**

40.1. The procedure for making complaints about professional conduct of Members is set out in ACCE's Complaints Policy.

**41. Investigation of Complaint**

41.1. The procedure for the investigation of complaints about the professional conduct of Members is set out in the ACCE Complaints Policy.

**42. Member representative**

42.1. The right to and procedure for Members that are not a natural person to appoint a Member representative is set out at Clause 4.4 of the ACCE Constitution.

**43. Nomination for a Board position**

43.1. Eligible Members may make a nomination for a position on the ACCE Board as contemplated by clause 9.5 of the ACCE Constitution where:

- a) a Board position has been declared vacant and an election will be held to fill the vacancy;
- b) the nominee is not an employee of ACCE and the Member is entitled to nominate the nominee for a vacancy;
- c) the nominee is a fit and proper person as defined in the Corporations Act; and
- d) the nominee completes the required form by the due date for election, or responds to a call from the Chair prior to an election to fill a position.

**44. Election to the ACCE Board**

44.1. The procedure for Election of the ACCE Board is set out at clause 9 of the ACCE Constitution.

**45. Intellectual Property and Copyright**

45.1. For the purpose of these By-Laws, 'Intellectual Property' means the resources and conceptual ideas of ACCE including, but not limited to, projects, printed material, electronic services, websites, terms and phrases and research that have been developed by the human resources, contractor and funding bodies of ACCE.

- 45.2. All material published by ACCE either on the website or in hardcopy forms part of the Intellectual Property of ACCE and as such copyright is vested in ACCE. It may not be made available to, or used by, non-members of ACCE in any form. Where expressly permitted, Members of ACCE may publish this material on their website by directly linking with the ACCE website, provided that the linkage explains that they are being transferred to the ACCE website and is subject to copyright.
  - 45.3. Members must not provide any copyright materials or Intellectual Property of ACCE to any third party without the prior written consent of ACCE.
  - 45.4. Any other requests to use any copyright material in any form must be in writing setting out the nature of the material to be used, the purpose and whether any amendments are proposed to be made. Any assignment of copyright will be limited regarding usage and the time for which it will be available.
  - 45.5. Some ACCE material may include the name of the author, in these cases the author has asserted their moral rights to the document and it may not be altered in any way whatsoever without the consent of the author.
- 46. Use of ACCE Branding by Members**
- 46.1. The ACCE logo and other forms of branding associated with the promotion of ACCE and specific programs are the property of ACCE and may only be used in the prescribed format and with the prior consent of ACCE.
  - 46.2. Members must apply in writing to use the ACCE logo and brand materials in the form prescribed by ACCE. Members will receive confirmation in writing of ACCE's decision and guidelines around usage.
- 47. Definitions**
- 47.1. In these By-Laws, all uppercased terms have the same meaning as set out in the Constitution, unless otherwise defined.
- 48. Review and publication of these By-Laws**
- 48.1. The Board is responsible for reviewing these By-Laws to determine its appropriateness to the needs of the ACCE from time to time
  - 48.2. These By-Laws may be amended by resolution of the Board
  - 48.3. The current version of these By-Laws will made available on the ACCE website.