



Member Charter

The Sax Institute
ACN 095 542 886

A public company limited by guarantee

1 December 2021

The Sax Institute

30C Wentworth Street, Glebe, NSW, 2037
PO Box K617, Haymarket NSW 1240

Member Charter, version 1.0

© Sax Institute 2021

Document history

Date first approved:	1 December 2021
Approved by:	Sax Institute Board

Versions

Version number	Issue Date	Description of revision	Approved by
1.0	1/12/21	N/A	Sax Institute Board

Contents

Member Charter 1

Purpose 1

Background 1

Working together for better outcomes..... 2

Governance..... 3

Communication with Members and Members’ obligations 3

Member list 4

Contact details 4

Member Charter

Purpose

This Charter is a guide to help the Sax Institute and its Members work effectively together in furtherance of their shared goals and purposes. The purpose of the Sax Institute as set out in rule 3.1 of its Constitution is to “promote the prevention or control of diseases in human beings, with a focus on health, wellbeing and promoting the use of research in policies, programs and services” (**Charitable Purpose**).

This Member Charter covers:

- Background about the Sax Institute
- How the Sax Institute works with its Members to help advance its Charitable Purpose
- Details about the governance of the Sax Institute (including engagement with Members and Member obligations).

While the Board of the Sax Institute approves the Charter and any amendments, the Board will consult with Members in relation to any key changes and will strive to seek Members’ views about the Charter on an annual basis.

Background

The Sax Institute is an independent not-for-profit organisation registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC).

The Sax Institute seeks to fulfil its Charitable Purpose in a number of ways, including by driving better use of evidence in policies, programs and services and working with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

The Sax Institute greatly values its Members, which include universities, incorporated research institutes, and individual nominees from unincorporated research groups. Full details on the membership requirements of the Sax Institute are found in rule 4 of its Constitution.

The Sax Institute’s Members share its values and mission to improve health through better use of evidence in policy, programs and services. The Members are part of a unique network of leaders in public health and health services research and together can pursue opportunities that may not be possible alone. The Sax Institute and its Members seek to work collaboratively to achieve common goals in alignment with the Sax Institute’s Charitable Purpose.

The Sax Institute works within the framework of its Constitution and its broader legal and regulatory requirements, including the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (Cth), the *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth) and the *Corporations Act 2001* (Cth).

Members are encouraged to propose opportunities for collaboration and raise issues or concerns at any time. Relevant contact details are included at the end of the Charter. If requested, comments will be kept confidential.

Working together for better outcomes

The Sax Institute and its Members are committed to increasing the use of evidence in health policy, services and programs and to fostering a strong and vital public health and health service research sector. The Sax Institute and its Members together strive to contribute their expertise in the interests of health promotion and disease prevention, in alignment with the Institute's Charitable Purpose.

To achieve this the Sax Institute strives to:

- Facilitate the [Sax Forum](https://www.saxinstitute.org.au/about-us/our-members/the-sax-forum-new-opportunities-for-collaboration), which connects Members with each other and the Sax Institute to collaborate on initiatives of shared interest; further information about the Sax Forum is available at <https://www.saxinstitute.org.au/about-us/our-members/the-sax-forum-new-opportunities-for-collaboration>.
- Encourage and amplify Members' initiatives to strengthen the use of evidence in policy programs and services aligned with its Charitable Purpose, through various means including but not limited to:
 - Offering the annual [Research Action Awards](#) that recognise researchers employed by Sax Institute Members whose work has positively impacted policy or practice
 - Providing its Members with advice, tools and connections to build relationships with policy agencies and strengthen their capacity through the Sax Forum and by special request
 - Helping to ensure that its Members know about and have an opportunity to apply for work with government and other organisations in partnership with the Sax Institute, including undertaking reviews, evaluations, partnership research and other work.
- Host an annual gathering for its Members, the Sax Colloquium, to help:
 - Identify potential opportunities for the Sax Forum to maximise its value for final selection by the Sax Institute Board
 - Seek input into the Institute's future plans for consideration by the Sax Institute Board

-
- Actively seek opportunities to collaborate with its Members on other initiatives, programs or projects of mutual interest in line with the Institute's Charitable Purpose.

Governance

The Sax Institute recognises that ensuring high-level research and public health expertise goes to the heart of its Charitable Purpose and mission and is key to ensuring its effectiveness.

Accordingly, the Sax Institute seeks to uphold principles of good governance and maintain a robust culture of compliance with its Constitution and other obligations, including those imposed by the ACNC. The governance framework for the Sax Institute is framed by its Constitution and includes a requirement that the Sax Institute strives to ensure that the Board includes:

- At least one individual with public health or health services research expertise
- Directors who collectively have the skills, experience, knowledge and diversity needed to further the Charitable Purpose.

The Constitution also sets out rights of Members, including the right to receive notices of general meetings, and to attend, be heard and vote at these meetings (rules 4.3 and 6.8).

Communication with Members and Members' obligations

The Sax Institute is committed to providing its Members with regular opportunities to hear about and provide input into its future activities.

The Sax Institute strives to:

- Communicate regularly with its Members about the Sax Institute's activities
- Hold at least one annual gathering of Members, the Sax Colloquium, to consider future directions for the Sax Institute and any other topics of interest to Members
- Subject to the Constitution, notify Members of meetings and events in advance and offer options for online connection to enable participation regardless of a Member's physical location
- Circulate any materials relevant to Members in a timely fashion and in accordance with any timeframes required by Constitution or applicable laws
- Acknowledge Members as being Members of the Sax Institute on the Sax Institute's website and in its publications.

The Sax Institute requires its Members to:

- Inform the Sax Institute of changes to their details, including any change to the identity of the nominated representative or nominated Member, as soon as possible and in any event within 21 days of the change occurring
- Share with colleagues in their wider organisation relevant initiatives and opportunities circulated by the Sax Institute.

Members of the Sax Institute should also be aware:

- They are legally required to abide by the relevant provisions of the Constitution
- In accordance with rule 5.4 of the Constitution, Members can be warned, suspended, or expelled by a resolution of the Sax Institute's Board if they fail to comply with the Constitution or otherwise act in a way that in the opinion of the Board is, or could be, prejudicial to the interests or reputation of the Sax Institute
- In the unlikely event of the winding up of the Sax Institute, Members have no right or recourse to any surplus assets, and in accordance with rule 2 of the Constitution, Members guarantee to contribute up to a maximum of \$10 per Member should a winding-up occur.

Member list

The list of Members is available on the Sax Institute [website](#).

Contact details

- **Member General Enquiries** (general issues, Sax Forum): Helen Campbell, helen.campbell@saxinstitute.org.au
- **Company Secretary** (membership and governance issues): Melinda Ewell, melinda.ewell@saxinstitute.org.au
- **CEO** (proposals for collaboration, Sax Institute issues, or wider concerns): Dr Martin McNamara, martin.mcnamara@saxinstitute.org.au
- **Board Chair** (about major concerns): via Helen Campbell, helen.campbell@saxinstitute.org.au



Find out more

Visit: saxinstitute.org.au

Phone: (02) 9188 9500