

**AUSTRALASIAN SOCIETY FOR PSYCHIATRIC RESEARCH
(INCORPORATED)**

CONSTITUTION

As adopted on 4th December, 2004
and
amended at the Annual General Meeting of the Society on 29th November 2007
and
further amended at the Annual General Meeting of the Society on the 2nd December 2009

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1. *Name*

The incorporated association is “The Australasian Society for Psychiatric Research (Incorporated)” (*in these Rules called “the Society”*).

2. *Definitions*

(1) In these Rules, unless the contrary intention appears –

“**psychiatric research**” means any activity relevant to understanding the nature, aetiology, correlates, cure, amelioration or prevention of any psychiatric disorder or other mental illness. It also includes activities related to the understanding of the determinants of and factors associated with mental health;

“**Act**” means the Associations Incorporation Act 1981;

“**committee**” means the committee of management of the Society;

“**financial year**” means the year ending on 30th September;

“**general meeting**” means a general meeting of members convened in accordance with rule 13.

“**member**” means a member of the Society;

“**Regulations**” means regulations under the Act;

“**relevant documents**” has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference –

(a) if a person holds office under these Rules as Secretary of the Society – to that person; and

(b) in any other case, to the public officer of the Society.

3. *Alteration of the rules*

These Rules and the statement of purposes of the Society must not be altered except in accordance with the Act.

4. *Objects and Powers*

(1) The objects of the Society are:

(a) to provide a multidisciplinary Australasian forum for the presentation and discussion of psychiatric and mental health research;

(b) to assist psychiatric and mental health researchers to remained informed about the latest research developments in Australasia;

(c) to facilitate dialogue between researchers from different disciplines who undertake psychiatric and mental health research, and research cognate to this endeavour;

(d) to provide methodological support to those involved in psychiatric and mental health research;

(e) to strengthen existing collaborations and support the development of new collaborations both among Australasian psychiatric and mental health research workers, and with researchers outside of Australasia;

(f) to encourage undergraduate training programs and take steps to ensure that such programs are both appropriate and adequate;

(g) to facilitate dialogue and interaction between researchers from different disciplines who undertake psychiatric research or research germane to this endeavour.

- (h) to cooperate with other organizations, including but not limited to the Royal Australian and New Zealand College of Psychiatrists and the tertiary education sector, in the maintenance of high standards of psychiatric and mental health teaching and research;
 - (i) to lobby for adequate funding for psychiatric and mental health research;
 - (j) to ensure psychiatric and mental health perspectives are considered in the development of health policy and the provision of health services.
- (2) For the purpose of giving effect to the foregoing objects, the Society may, subject to these rules:
- (a) hold or arrange for the holding of periodical meetings of its members;
 - (b) receive subscriptions from members;
 - (c) apply for and accept money by way of grant, gift, bequest or otherwise for any one or more of the objects of the Society;
 - (d) undertake or direct or grant sums of money out of the Society's funds for research or study in psychiatric research or related fields;
 - (e) invest the moneys of the Society not immediately required, in such securities, as may from time to time be determined;
 - (f) receive, obtain and hold lands, money, securities and other property real or personal;
 - (g) execute any special trusts in connection with moneys or property received, obtained and held by the Society;
 - (h) apply the capital and income of the funds and property of the Society or any part thereof, subject to such trusts, for or towards those objects;
 - (i) print or publish or assist in or promote the printing of any newspaper, periodicals, books, monographs, articles, leaflets or other literary undertakings, computer software, audiovisual materials and microreprographics, that the Society may think desirable for the promotion of its objects and distribute such articles as it may think fit;
 - (j) enter into any arrangement or agreement or become a member of or subscribe to or affiliate with any other organisation, whether incorporated or not, having objects altogether or in part similar to those of the Society;
 - (k) borrow or lend money in such a manner as the Society may think fit and guarantee loans as the Society may think fit;
 - (l) purchase or otherwise acquire and undertake all or any of the property assets, liabilities and arrangements of any other association or company having objects altogether or in part similar to those of the Society;
 - (m) purchase, apply for or otherwise acquire copyrights, privileges, exemptions, certificates, licenses, patents, trademarks, or the like which may be deemed necessary for any or all of the objects of the Society and transfer or otherwise deal with the same;
 - (n) insure against all risks, liabilities and eventualities as may seem advisable and apply the proceeds of any claim under any insurance in such manner for such purpose as shall be thought fit;
 - (o) employ such persons as the Society may deem necessary and pay such sums to such employees whether by way of remuneration or bonus as the Society may deem reasonable and proper;

- (p) grant pensions, allowances and gratuities to employees or former employees of the Society or to dependents of such persons and provide a benevolent or similar fund for such purposes;
- (q) do all such other lawful things as are incidental; or conducive to the attainment of those objects or any one of them;
- (r) carry out any one or more of those objects independently or exclusively of the remaining objects.

(3) Any or all of the objects of the Society may be carried out in any part of Australia, New Zealand or elsewhere.

5. *Membership, entry fees and subscriptions*

- (1) Membership is open to any person engaged in psychiatric research or who wishes to support any of the objects of the Society.
- (2) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Society on payment of the entrance fee and annual subscription payable under these Rules.
- (3) A person who is not a member of the Society at the time of the incorporation of the Society (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless
 - (a) he or she applies for membership in accordance with sub-rule(3); and
 - (b) the admission as a member is approved by the committee
- (4) An application of a person for membership of the Society must–
 - (a) be made in writing in the form set out in Appendix 1;
 - (b) be accompanied by payment the entrance fee and the first year's annual subscription;
 - (c) be lodged with the Secretary of the Society.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (6) The committee must determine whether to approve or reject the application.
- (7) If the committee approves an application for membership, the Secretary must, as soon as practicable notify the applicant in writing, or by electronic transmission, of the approval for membership as soon as possible or return any entrance fees or subscriptions paid by the applicant.
- (8) The Secretary must, within 28 days after the approval of the application, enter the applicant's name in the register of members.
- (9) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (10) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (11) A right, privilege, or obligation of a person by reason of membership of the Society-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (12) The entrance fee is the relevant amount, if any, set out in Appendix 4.
- (13) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

6. *Register of members*

- (1) The Secretary must keep and maintain a register of members containing—
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) Notwithstanding the above, access to and use of information contained in the register shall be in accordance with any legislation applying in the State of Victoria and with any privacy policy implemented by the Society.

7. *Ceasing membership*

- (1) A member of the Society who has paid all moneys due and payable by a member to the Society may resign from the Society by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)—
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

8. *Discipline, suspension and expulsion of members*

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Society, the committee may resolve to —
 - (a) suspend that member from membership of the Society for a specified period; or
 - (b) expel that member from the Society.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless—
 - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Society under this rule, the Society confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following—
 - (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to

the effect that he or she wishes to appeal to the Society in general meeting against the resolution.

- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must—
 - (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Society in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Society to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Society convened under sub-rule (7)—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

9. *Disputes and mediation*

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between a member and the Society.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement —
 - i. in the case of a dispute between a member and another member, a person appointed by the committee of the Society; or
 - ii. in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Society can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—

- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

10. *Annual general meetings*

- (1) The annual general meeting of the Society will be held during the Annual Conference of the Society unless determined otherwise by the committee.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (c) to receive from the committee reports upon the transactions of the Society during the last preceding financial year; and
 - (d) to elect officers of the Society and State or Regional representative members of the committee when these positions fall vacant; and
 - (e) to receive and consider the statement submitted by the Society in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

11. *Special general meetings*

- (1) In addition to the annual general meeting, any other general meeting may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Society.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiry of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Society.
- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened by the committee.

12. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

13. *Notice of general meetings*

- (1) The Secretary of the Society, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Society, must cause to be sent to each member of the Society, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by electronic transmission to the email address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or prepaid post to the address appearing in the register of members.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

14. *Quorum at general meetings*

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting considers that item.
- (2) Ten members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointment time for the commencement of a general meeting, a quorum is not present—
 - (i) in the case of a meeting convened upon the request of members – meeting must be dissolved; and
 - (ii) in any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

15. *Presiding at general meetings*

- (1) The President, or in the President's absence, the President Elect, shall preside as Chairperson at each general meeting of the Society.
- (2) If the President and the President Elect are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

16. *Adjournment of meetings*

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 13.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

17. *Voting at general meetings*

- (1) Upon any Society business, a member has one vote only.
- (2) All votes must be cast electronically.
- (3) Members will be given not less than four (4) weeks notice of any question arising.
- (4) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (5) A member is not entitled to vote on Society business unless all moneys due and payable by the member to the Society have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. *Poll at general meetings*

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

19. *Manner of determining whether resolution carried*

If a question arising at a general meeting of the Society is determined on a show of hands –

(a) a declaration by the Chairperson that a resolution has been–

- (i) carried; or
- (ii) carried unanimously; or
- (iii) carried by a particular majority; or
- (iv) lost; and

(b) an entry to that effect in the minutes of the Society–

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

20. *Proxies*

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 96 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be–
 - (a) for a meeting of the Society convened under rule 8(7), in the form set out in Appendix 2; or

(b) in any other case, in the form set out in Appendix 3.

21. *Committee of Management*

- (1) The affairs of the Society shall be managed by the committee of management.
- (2) The committee—
 - (a) shall control and manage the business and affairs of the Society; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Society; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Society.
- (3) Subject to section 23 of the Act, the committee shall consist of—
 - (a) the officers of the Society; and
 - (b) the President Elect, if that position is filled;
 - (c) a representative from each Australian state/territory in which there are Society members and one from New Zealand, each of whom shall be elected at the annual general meeting of the Society.
 - (d) The Committee may decide prior to an election that there are insufficient members in a particular state or territory to warrant representation from that state or territory on the Committee
 - (e) The Committee may co-opt members of the Society in accordance with rule 22

22. *Co-Option of Members to the Committee of Management*

- (1) The Committee may co-opt members of the Society to the Committee of Management—
 - (a) the decision to co-opt a member will be made as specified in rules 28 and 31;
 - (b) the period of co-option will be specified when the member is co-opted to the Committee and will not exceed the period up to the first Committee meeting after the annual general meeting;
 - (c) the period of co-option of any member can be extended by resolution of the Committee but co-opted members must not serve on the Committee for a period exceeding nine unbroken years in any capacity.
- (2) Co-opted members—
 - (d) may participate fully in the general business of meetings of the Committee and have the right to put items on the agenda of meetings;
 - (e) may not propose, second or vote on any motion put before the Committee
 - (f) shall, for all other purposes, be regarded as an ordinary member of the Society and will not be disqualified from taking any action, receiving any award or other benefit to which members of the Society may be entitled.

23. *Office holders*

- (3) The officers of the Society shall be—
 - (a) a President;
 - (b) a President Elect (if this position is filled under) a Treasurer; and

(c) a Secretary.

- (4) The provisions of rule 26, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any other offices referred to in sub-rule (1).
- (5) Each officer of the Society shall hold office until the third annual general meeting after the date of his or her election.
- (6) An officer may seek re-election to the office he or she holds, or election to another office but must not serve on the Committee for a period exceeding nine unbroken years in any capacity.
- (7) In the event of a casual vacancy in any office referred to in sub-rule (3), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment. If the office of President becomes vacant, the President Elect will assume the office of President immediately. In such circumstances, this period will not constitute part of the three-year period of his or her presidency.

24. *State or Regional representative members of the committee*

- (1) Subject to these Rules, each State or Regional representative member of committee shall hold office until the third annual general meeting after the date of election.
- (2) A State or Regional representative may seek re-election, or election to office on the committee but must not serve on the Committee for a period exceeding nine unbroken years in any capacity.
- (3) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Society from the same state or region as the member vacating the position to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

25. *Election of officers and State and Regional representatives*

- (1) Nominations of candidates for election of officers of the Society or as State representatives of the committee must be—
 - (a) made in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
or
 - (b) submitted electronically by two members of the Society and accompanied by the consent of the candidate (which may be transmitted separately or attached to the message nominating the candidate); and transmitted electronically, by facsimile or delivered to the Secretary of the Society not less than 7 days before the date fixed for the holding of the annual general meeting. The secretary will confirm the authenticity of any electronically submitted nomination by return email and print all such nominations.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting with the exception that a candidate may be nominated for the offices of Secretary and Treasurer.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

- (4) If only one nomination for a position to be filled is received, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and State representatives members of the committee is to be conducted in advance of the Annual General Meeting by electronic voting on a suitable secure website.
- (7) Nominations for the office of President shall be called prior to the annual general next before that at which the office will become vacant and an election held at that meeting. The member elected on that occasion shall immediately fill the office of President Elect and shall take office as President immediately after the next annual general meeting and shall hold this office until the third Annual General Meeting after this time.

26. *Vacancies*

The office of an officer of the Society, or of State or Regional representative of the committee, becomes vacant if the officer or member–

- (a) ceases to be a member of the Society; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law;
- (c) resigns from office by notice in writing given to the Secretary; or,
- (d) in the case of a State or Regional representative, changes place of residence to outside the state or region he or she represents.

27. *Meetings of the committee*

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine. Meetings may be convened as telephone or video conferences.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

28. *Notice of committee meetings*

- (1) Notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.
- (3) Notice may be given to committee members by electronic mail or facsimile transmission.

29. *Quorum for committee meetings*

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half of hour of the time appointed for the meeting a quorum is not present–
 - (a) in the case of a special meeting- the meeting lapses;
 - (b) in any other case- the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

30. *Presiding at committee meetings*

At meetings of the committee—

- (a) the President or, in the President's absence, the President Elect (if such office is filled) presides; or
- (b) if the President and the President Elect are absent, or are unable to preside, the members present must choose one of their number to preside.

31. *Voting at committee meetings*

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

32. *Removal of committee member*

- (1) the Society in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiry of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Society (not exceeding a reasonable length) and may request that the representations be provided to the members of the Society.
- (3) The Secretary or the President may give a copy of the representations to each member of the Society or, if they are not so given, the member may require that they be read out at the meeting.

33. *Minutes of meetings*

The Secretary of the Society must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

34. *Funds*

- (1) The Treasurer of the Society must—
 - (a) collect and receive all moneys due to the Society and make all payments authorised by the Society; and
 - (b) keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee or their delegates as approved by the committee.
- (3) The funds of the Society shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.
- (4) Once at least in each financial year, the accounts of the Society shall be subject to audit by a suitably qualified person who is not a member of the Society.

35. *Seal*

- (1) The common seal of the Society must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Society.

36. *Notice to members*

Except for the requirement in rule 13 , any notice that is required to be given to member, by on behalf of the Society, under these Rules may be given by–

- (a) electronic transmission to the email address appearing in the register of members; or
- (b) delivering the notice to the member personally; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) sending it by prepaid post addressed to the member at that member’s address shown in the register of members, if the member has requested that the notice be given to him or her in this manner.

37. *Winding up*

(1) Asset Distribution

In the event of the winding up or the cancellation of the incorporation of the Society, the assets of the Society must be disposed of in accordance with the provisions of the Act.

If, upon winding up or dissolution of the Society, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members of the Society but shall, according to a resolution passed by a majority of at least two-thirds of the members of the Society, be given or transferred to one or more organisations engaged at or before the date of winding up of the Society, in activities related to one or more of the objects of the Society. If such a resolution has not been passed, such Judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter, shall make such order for the distribution of the property as having regard to the objects of the Society, as is considered just.

(2) Member Liability

- (a) Every member of the Society undertakes that in the event that the Society is wound up, to contribute towards payments of the debts and liabilities of the Society and the costs, charges and expenses of winding up and for adjustments of the rights of contributories among themselves.
- (b) For each member, the liability to contribute in terms of this rule shall:
 - i. apply whilst the member remains a member and for one year afterwards;
 - ii. in the case of payment towards the debts and liabilities of the Society, apply only to such debts and liabilities contracted before the member ceased to be a member; and
 - iii. be for such amount as may be required not exceeding an amount equal to the annual subscription to the Society for the last complete financial year prior to the date of winding up.

38. *Custody and inspection of books and records*

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Society.
 - (2) All accounts, books, securities and any other relevant documents of the Society must be available for inspection free of charge by any member upon request.
 - (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Society.
-

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF THE
AUSTRALASIAN SOCIETY FOR PSYCHIATRIC RESEARCH (INCORPORATED)**

I, , desire to become a member of the Australasian
(Insert full name)

Society for Psychiatric Research (Incorporated).

In the event of my admission as a member, I agree to be bound by the rules of the Society for the time being in force.

.....
Signature of Applicant

.....
Date

Please complete the details below.

Name & Title:

Mailing Address:

Phone No:

Fax No:

Email Address[†]:

Qualifications:

Current Appointment:

Research Interests:

[†] Note that unless you inform the Secretary otherwise, your email address as listed above will be the primary means by which the Society will send official correspondence to you.

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF THE SOCIETY CONVENED
UNDER RULE 8(7)**

I,
(name)

of
(address)

being a member of the Australasian Society for Psychiatric Research Incorporated (the Society)
appoint the chairperson of the meeting/the member of the Society named below*
(* Strike out as appropriate)

Name
(name of proxy holder)

of
(address of proxy holder)

to vote for me on my behalf at the appeal to the general meeting of the Society convened under rule
8(7), to be held on—
.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution

(insert details of resolution passed under rule 8(1)).

Signed Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of the Australasian Society for Psychiatric Research Incorporated (the Society)
appoint the chairperson of the meeting/the member of the Society named below*

(* Strike out as appropriate)

Name
(name of proxy holder)

of
(address of proxy holder)

to vote for me on my behalf at the appeal to the general meeting of the Society convened under rule 7(7), to be held on—

.....
(date of meeting)

and at any adjournment of that meeting.

being a member of the Society, as my proxy to vote for me on my behalf at the annual/special*
general meeting of the Society to be held on—

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution

Signed Date

APPENDIX 4**FEEES**

<i>Fee</i>	<i>Amount</i>
Entrance fee	\$0.00
Annual subscription fee	\$30.00 for members with an income below \$50,000 per annum \$50.00 for members with an income not less \$50,000 per annum
