

SAHANZ

Rule on the operation of the Committee

Date updated: 22 April 2004

NOTE: This Rule is intended to clarify the operational aspects of the Committee of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.

Relevant Constitution Clauses:

8. RULES

8.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter Rules which will be customarily observed but will not have the force of this Constitution. Rules adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which Rules may cover include the rotation of the Committee membership from place to place, the time and manner for renewal of membership subscription and the methods for banking and deploying the funds of the Society.

5. Officers and Committee

5.1 The Committee shall consist of three officers, being President, Secretary and Treasurer, and four others.

5.2 The Officers shall be elected from among the Ordinary members. Of the other members of the Committee, one may be a student member, the rest shall be Ordinary members.

5.3 An Office bearer or a Committee member will be expected to serve for approximately two years from the date of election.

5.4 The Officers and Committee shall be elected at an Annual General Meeting.

5.5 The Officers and Committee shall accept both the votes of those present and postal votes duly presented at the meeting.

5.6 The Committee shall have power to co-opt up to two temporary additional members in order to fill a vacancy until the next election.

5.7 At every Annual General Meeting the Secretary shall present a report of the year's actions by Officers and Committee, along with Minutes of the previous Annual General Meeting and of any Special meetings held in the interim, and the Treasurer shall present a statement explaining the Society's position and transactions.

5.8 The new incoming Executive committee will ensure that all bank accounts and signatory authorities be signed over to the new committee's President and Treasurer within 2 months of being appointed.

What this rule replaces

The customary practices for electing Officers within the Committee and for conducting the meetings of the Committee.

Election

1. The constitution does not specify how the election of Officers and members of the Committee should be sequenced.
2. It is proposed that all nominations for Office also be considered nominations for the ordinary places on the Committee, such that: the election of Officers be held first, and that all unsuccessful candidates for office be able to contest the remaining places along with those nominated for the ordinary places.

Liability and Insurance

1. All members of the Committee need to be aware of their responsibilities and liabilities for the actions of SAHANZ under the law.
2. SAHANZ must provide 'directors and officers' insurance to insure members of the Committee against personal liability for any actions by SAHANZ which might be negligent.

Committee Meetings

1. The Committee should meet at a minimum of 4 times each year. Once in person prior to the AGM and at one other time. Two of the meetings can be by telephone conference.
2. Of the seven members, the quorum of the meeting is four including two office bearers.
3. The Officers may present matters for the consideration of the Committee by 'Flying Minute' using email. If unanimity can be reached, then the matter can be considered decided, but any member of the Committee can ask the matter to be deferred and dealt with as an agenda item of a full meeting.

Executive

1. The Executive of the Committee consists of the Officers who may meet as required to action matters discussed in the Committee or to develop policies and issues to discuss in Committee.
2. Meetings of the Executive may be conducted by email correspondence or telephone discussion. They will be minuted by the Secretary and the minutes presented at meetings of the Committee.

Membership Secretary

The Secretary of SAHANZ is also the Membership Secretary.

The Public Officer

Peter Bell has offered to act as Public Officer of the Society in the place of Scott Drake. The Public Officer is the contact point between the Society and the Government of South Australia where SAHANZ is incorporated. The Public Officer is not required to be a member of the Committee, or of the Society. Dr Bell has no wish to nominate for the Committee in 2003. In such a case the Committee needs to maintain regular contact with the Public Officer and keep that person informed of the Society's activities.