

# ASHB CONSTITUTION

## 1. Name of the Body

The name of the Body formed by this constitution shall be the "Australasian Society for Human Biology" (hereinafter referred to as the "ASHB").

## 2. Definitions

1. Australasia: Australasia includes Australia, New Zealand and Papua New Guinea, as well as neighbouring Indian Ocean and Pacific Ocean States, which, through cultural ties, shared research or teaching interests, or geographic convenience, would benefit from a common association of human biologists.
2. Casual vacancy: a casual vacancy exists if any member of the executive committee is unable to carry out his or her obligations as a committee member.
3. Co-opted member: a co-opted member is a member of the ASHB who has been co-opted by the Executive Committee to serve on that committee until the next Annual General Meeting.

## 3. Office of the ASHB

The Office of the ASHB shall be at such place as the ASHB may determine from time to time.

## 4. Objects and Purpose of the ASHB

The objects of the ASHB are:

1. to promote research and teaching of human biology in the region of Australasia.
2. to promote the professional needs of human biologists including established research workers, research students, educators at tertiary institutes and secondary schools, technicians and support staff.
3. to cooperate and form affiliations with other organizations having similar objects.
4. to promote the study of human biology in schools and tertiary institutes and to publicize the role of human biologists to the general public.

## 5. Powers of the ASHB

The powers of the ASHB are:

1. to foster research in human biology by holding an annual general conference for the presentation of scientific research and educational advances.
2. to organize and promote publications relating to meetings.
3. to organize periodical newsletters for distribution to all members of the ASHB.
4. to impose and collect fees, dues and levies and other charges as deemed appropriate.
5. to raise funds from grants, donations, subscriptions, legacies, sales of publications and other items, provided always that the raising of such funds shall be wholly compatible with the objects of the ASHB.
6. to apply the funds of the ASHB to promote its objects and to invest monies in such manner as the Executive Committee may from time to time determine.
7. to do all such things as to promote the objects of the ASHB.

## 6. Membership

1. Persons interested in the objects of the ASHB can apply for and be admitted to membership under any one of the three classes outlined in clause 6.2. Application forms can be obtained from the Secretary or the website. These should be completed with the details of two proposers (or a curriculum vitae if no proposers are known) and returned to the Secretary. Membership shall commence when the application form has been noted as received by the Secretary and the membership fee noted as received by the Treasurer.
2. There shall be three classes of membership:
  - a) Full membership: for all engaged actively in the research, teaching or practice of human biology.
  - c) Student membership: for students not in receipt of a full salary.
  - d) Honorary membership: which at the discretion of the Executive Committee can be offered to individuals who have made a distinguished contribution to human biology.
3. A member may at any time resign his or her membership by notifying the Secretary in writing.
4. The Executive Committee shall have power to terminate at its discretion the membership of any member for good cause. Membership shall not be terminated unless there has been given a full and fair opportunity for the member to

present to the Executive Committee any rebuttal, justification or explanation of the circumstances under which his or her termination is based. A member expelled under these terms has the right to appeal for reinstatement at the next General Meeting of the ASHB and the decision on reinstatement will be determined by majority vote of members, present and voting or submitting postal votes.

5. A member may request to inspect the records and documents of the ASHB by submitting the request in writing (by email) to the Secretary.

## **7. Register of Members**

The Secretary shall keep a register of members recording the name in full and address of each member.

## **8. Fees and Subscriptions**

1. The membership fees, and entrance fees appropriate to the different classes of membership, shall be fixed by the Annual General Meeting. Annual subscriptions shall be payable on the first day of January of each year.

2. Annual membership fees shall be AUD40.00 for full members and AUD15.00 for student members if paid before 30 April each year, after which time annual full membership shall be AUD60.00 and student membership AUD22.00. Life membership shall be a single payment of AUD325.00.

3. No member shall be eligible to vote or hold office unless his or her subscription is fully paid up.

4. Any member whose subscription is in arrears after 30 April the following year shall cease to be a member of the ASHB but shall be eligible to rejoin.

## **9. Executive Committee and Officers**

1. The officers of the ASHB shall consist of the President, Vice President, Treasurer and Secretary, who shall be elected from the full members at the Annual General meeting.

2. The Executive Committee shall consist of the four Officers and at least four (4) other members who shall be elected by all members at the Annual General Meeting.

3. Nominations for all vacant positions must be in the hands of the Secretary at least two months before the Annual General Meeting and have a proposer and seconder and the written agreement of the nominee. A note of all nominations for positions will be sent to all members of the ASHB, one month before the Annual General Meeting. Those members not able to attend will be allowed to submit a postal vote via email which must be in the hands of the Secretary one week before the Annual General Meeting. In the event of insufficient nominations being received, further nominations can be called for and accepted at the Annual General Meeting.

4. The President and members of the Executive Committee shall retire after four (4) years of continuous tenure in any one office, or six (6) years on the committee, after which they shall be ineligible for reelection until a period of two (2) years has elapsed.

5. Committee positions shall become vacant either at the end of an office holder's tenure, or if they choose to resign earlier by informing the Executive Committee in writing.

6. The Executive Committee will co-opt from all members of the ASHB additional committee members as it sees fit, and to obtain representation on the committee of both Australia and New Zealand. Co-opted members shall serve until the next Annual General Meeting.

## **10. Powers of the Executive Committee**

1. The Executive Committee having regard to this Constitution shall plan and implement the requirements of the ASHB. The Executive Committee may also determine the filling of casual vacancies on the Executive Committee, and such appointees shall serve until the term of expiration of the member replaced.

2. The Executive Committee shall have the power to make such payments from the funds of the ASHB as are from time to time considered necessary to the good management of the ASHB.

3. The Executive Committee shall from time to time determine the investment of the monies in such a manner as is deemed appropriate.

4. The Executive Committee shall make rules relating to the duties of the officers and Executive Committee members, the duties of committees and sub-committees and their members, and for the general conduct of the ASHB. The Secretary shall maintain a record of all rules which shall be available to all members of the ASHB.

## **11. Conduct of General Meetings**

1. The Executive Committee shall, at least one month before the date fixed for holding a general meeting of the ASHB, notify all members of the ASHB of the planned date and time for the holding of the meeting, and the nature of the business to be transacted thereat. The interval between general meetings (including Annual General Meetings) shall not exceed 13 months.
2. Ten (10) per cent of the total all membership personally present (being members entitled under this Constitution to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
3. If a quorum is not present at the time scheduled for the commencement of a general meeting the meeting shall proceed, but shall be limited to formal business, i.e. the receipt and adoption of the minutes of the previous general meeting, the minutes of the previous Annual General Meeting, the Annual Report and the Annual Accounts.
4. The President, or, in the absence of the President, the Vice President, Secretary or Treasurer shall preside as the Chair at a general meeting of the ASHB. If the President, Vice President, Secretary and Treasurer are absent from a general meeting, the members present shall elect one of their number to preside as Chair.
5. A question at a general meeting shall be resolved by a majority vote of all classes of members present and voting. Those members not able to attend will be allowed to submit a postal vote via email which must be in the hands of the Secretary one week before the general meeting. The Chair shall have a deliberative but not casting vote.

## **12. Annual General Meeting**

1. The ASHB shall hold a general meeting (Annual General Meeting) at a date determined by the Executive Committee on advice from all members at the previous Annual General Meeting.
2. The Annual General Meeting shall be in addition to any other general meeting that may be held in the year.
3. The ordinary business of the Annual General Meeting shall be:-
  - a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
  - b) to receive from the Executive Committee the Annual Report and statement of Annual Accounts for the preceding financial year;
  - c) to determine the entrance fee and annual subscription;
  - d) to elect the officers of the ASHB and confirm the election of the ordinary Executive Committee members.

## **13. Special General Meeting**

1. The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the ASHB.
2. The Executive Committee shall, on receiving a request in writing for such a meeting from not fewer than ten (10) ordinary members, convene a Special General Meeting of the ASHB.

## **14. Executive Committee Meetings**

1. The Executive Committee shall meet at a time and place to be decided and advised by the President, and an Executive Committee Meeting shall be a valid meeting if attended by not fewer than four (4) members.
2. Executive Committee members in attendance shall each have a vote; the President, or in the absence of the President, the Vice President, Secretary or Treasurer shall preside as Chair.
3. The Chair shall have a deliberative but not a casting vote.
  
4. A record of proceedings shall be made at each committee meeting by one of the Executive Committee members in attendance.

## **15. Accounts**

1. The Executive Committee shall cause to be kept proper records and books of accounts showing the transactions, assets, and liabilities of the ASHB from which income and expense accounts and balance sheets may be prepared from time to time and at the end of the ASHB's financial year.
2. The Treasurer shall keep the records and books of account of the ASHB in such form and manner as the Executive Committee may direct.
3. The accounts will be submitted to the Annual General Meeting and will be audited by an auditor appointed by the Treasurer.

## **16. Banking and Finance**

1. The Treasurer shall on behalf of the ASHB receive all monies paid to the ASHB and forthwith issue official receipts therefore.

2. The Executive Committee shall cause to be opened, with such bank as the Committee selects, a bank account in the name of the ASHB, into which all the monies received shall be paid by the Treasurer as soon as possible after the receipt thereof.
  3. Except with the authority of the Executive Committee, no payment of a sum exceeding ten (10) dollars (Australian) shall be made from the funds of the ASHB otherwise than by direct debit on the ASHB's bank account; in addition the Executive Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive Committee may impose.
  4. All direct debits drawn on behalf of the ASHB shall be approved by any two of the following Committee members, namely the President, Vice President, Secretary, and the Treasurer or, in the absence of any of these by such other Committee member or members as the Committee may nominate for that purpose except that the Committee may nominate a member to co-approve direct debits on behalf of the ASHB up to a value determined by the Committee.
  5. The income and property of the ASHB shall be applied solely towards the promotion of the objects of the ASHB. No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the ASHB, except in good faith in the promotion of those objects or purposes, and provided that nothing shall prevent the payment in good faith of remuneration to any officer or employee of the ASHB or to any person other than a member in return for services rendered to the ASHB.
6. The financial year of the ASHB commences on 1st December each year.

### **17. Liability of Members**

1. No registered member or Committee member shall be liable for any claim whatsoever, monetary or otherwise, in the event of any action against the ASHB. This includes claims by persons whether they be members or nonmembers.

### **18. Dissolution of the ASHB**

1. The ASHB may be wound up voluntarily by calling a Special General Meeting of the ASHB, in the manner provided in clause 13.2, with the purpose of the meeting stated. At the meeting, a resolution to wind up or dissolve the ASHB shall be decided by majority vote of members, present and voting or submitting postal votes. Any residual funds shall be handed over to a similar society as determined by a vote of all members present at the winding up meeting.

### **19. Amendments to this Constitution**

1. Written notice of proposed amendments to the constitution, formally proposed and seconded, must be in the hands of the Secretary at least two (2) months before the Annual General Meeting or a general meeting. A notice of all such proposed amendments will be sent to all members of the ASHB one (1) month before the Annual General Meeting or general meeting, and those members not able to attend will be allowed to submit a postal vote, which must be in the hands of the Secretary one (1) week before the Annual General Meeting or general meeting.
2. The Constitution may be amended only if the amendment is passed by majority vote of 75% of members, present and voting or submitting postal votes, at an Annual General Meeting or general meeting of the ASHB.

### **20. Disputes regarding this Constitution**

1. Any dispute relating to the rules of this constitution must be submitted in writing (by email) to a member of the Executive Committee. The Executive Committee will respond within one month.