

INTERNATIONAL BIOMETRIC SOCIETY AUSTRALASIAN REGION INCORPORATED

(Registered No. A06212)

RULES

**INCORPORATED AS AN ASSOCIATION
IN THE ACT ON 22 DECEMBER 2020**

1. NAME

The name of the Society shall be “International Biometric Society Australasian Region Incorporated”

2. DEFINITIONS

In these rules -

- (a) “The Act” means the Association Incorporation Act 1991.
- (b) “The Model Rules” means the model rules referred to in the Act.
- (c) “The ACT Registrar’s Office” refers to the Office of the Registrar of Incorporated Associations with the Australian Capital Territory Government.
- (d) “The Society” means “International Biometric Society Australasian Region Incorporated”.
- (e) “The Council” means the members of the Society elected to manage the affairs of the Society.
- (f) “IBS” means “International Biometric Society”.
- (g) “in writing” means “in the body of or as an attachment to an email, or by letter”
- (h) “meeting” means a properly convened gathering of eligible members either in person at a specified location, or by phone link, satellite link, internet, intranet, in writing, or a combination of these communication methods.

3. OBJECTS

The object of the Society shall be to promote the development and application of statistical and mathematical theory and methods in the biosciences, including agriculture, biomedical science and public health, ecology, environmental sciences, forestry, and allied disciplines, in Australia, New Zealand, south-east Asia and the south-west Pacific.

4. MEMBERSHIP

(1) Types

The Society shall have five (5) types of membership;

- Regular Member
- Student Member – a person who is currently enrolled as a full-time student at a tertiary educational institution recognised by the Council
- Senior Retiree Member – a person who has been a regular member for at least 10 years and is no longer gainfully employed
- Life Member – a person who has been elected by the IBS as an Honorary Life Member
- Supporting Member – a Regular Member of another region of the IBS who is accepted by the Council as having a connection with the Australasian Region

(2) Duration

The membership year shall be 1 January to 31 December.

(3) Applications

- Application for membership may be made by any person interested in advancing the objects of the Society.
- Application for membership shall be made on a form as prescribed by the Council from time to time.
- Upon acceptance of the application by the Council and upon payment of the first annual subscription, the applicant shall be a member of the Society.
- Memberships accepted between 1 January and 30 September shall run until the end of that calendar year; memberships accepted between 1 October and 31 December shall run until the end of the following calendar year.

(4) Register of Members

The Council shall maintain a register of all members of the Society and shall make this register available for inspection by the members.

5. SUBSCRIPTIONS

- (1) The subscription fees for membership shall be such sum (if any) as the Council shall determine from time to time.
- (2) The subscription fees shall be payable annually in the first three months of the calendar year.
- (3) Any member whose subscription is outstanding for more than four months after the start of the membership year shall cease to receive any benefits of membership.
- (4) Any member whose subscription is outstanding at the end of the membership year shall cease to be a member. Such a member may re-join the society at a future date without penalty.
- (5) In special cases, Council may permit the deferral of payment of membership without loss of membership benefits on such terms as it thinks fit.

6. MEMBERS' LIABILITY

The liability of a member to contribute towards the payment of the debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, of that member's unpaid subscriptions.

7. OFFICERS AND METHOD OF ELECTION

- (1) The Council of the Society shall consist of the following
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Membership Officer
 - Newsletter Correspondent
 - Media Officer
 - Webmaster
 - The elected representatives of the Society on the IBS Representative Council (Ex-officio)
 - Any member of the Society who is an elected member of the IBS Executive Board (Ex-officio)
 - Public Officer (Ex-officio)
- (2) Only regular, senior retiree or life members are eligible to occupy the positions on Council listed in (1).
- (3) The President shall hold office for a two year term from the end of the Annual General Meeting at which he or she assumes the office until the end of the Annual General Meeting two years later.
- (4) A President-elect shall be chosen by ballot at the Annual General Meeting falling in the middle of the term of the current President. The President-Elect shall assume the office of Vice-President at the end of the Annual General Meeting at which they are elected, and the office of President at the end of the next Annual General Meeting.
- (5) The office of Vice-President will be filled by the immediate past president in the first year of a presidential term of office, and by the president-elect in the second.
- (6) The officers and members of the Council, other than President and the ex-officio members listed in (1), shall be chosen by a ballot of Members, which shall be conducted by postal or electronic ballot before the Annual General Meeting. The ballot shall be conducted by a returning officer appointed by the outgoing Council. Only regular, senior retiree and life members are eligible to vote in such ballots.

- (7) Nominations for members of the Council shall be received by the Secretary on or before a date to be determined annually by the Council. Such nominations shall be made in writing, signed by two members of the Society, and accompanied by the written consent of the candidate.
- (8) In the event of a vacancy arising in the office of President, due to any of the circumstances described in the Model Rules, the Council shall, as soon as possible, select a new President:
 - If the office of President becomes vacant during the first year of a two-year term, the Council shall elect an interim President from amongst the members of Council, to hold office until the next Annual General Meeting, at which a new President shall be chosen by a ballot of members. In that ballot, the interim President shall be eligible for election as President for a further full two-year term.
 - If the office of President becomes vacant during the second year of a two-year term, the President-Elect shall assume the office of President immediately, and may hold office until the close of the next Annual General Meeting and for a further full two-year term.
- (9) In the event of a vacancy in any of the offices of Vice-President, Secretary, Treasurer, Membership Officer, Newsletter Correspondent, Media Officer or Webmaster, the Council shall, as soon as possible, elect a person from amongst the members of the Society to hold office until the next Annual General Meeting, at which the office will be filled by a ballot of Members. In that ballot, any interim officers elected to fill a vacancy shall be eligible for election for a further term in office.
- (10) In the event of the resignation or removal of a Vice-President in the role of President-Elect from Council, the position of Vice-President shall be filled as described in (9), however at the next Annual General Meeting a new President shall be chosen by a ballot of Members.
- (11) The members of Council whose membership of Council is due to being elected representatives of the Society on the IBS Representative Council or elected members of the IBS Executive Board shall be members of Council only while they occupy the IBS elected positions.
- (12) The Council shall, within one month of taking office, appoint a regular, senior retiree or life member of the Society who is at least 18 years of age and who is resident in the Australian Capital Territory, to be Public Officer of the Society. The member so appointed may also hold an additional office on the Council. Whenever the Council appoints a new Public Officer, or when an existing Public Officer changes name or residential address, that Public Officer shall notify the ACT Registrar's Office within one month of any change. Should a vacancy arise in the office of Public Officer, the Council shall appoint a new Public Officer within fourteen days.

- (13) At the Annual General Meeting, the members shall elect a Reviewer who shall not be a member of the Society. The Reviewer shall review the annual financial reports of the Society and report in writing to the Annual General Meeting whether or not the Treasurer's report is a fair and accurate representation of the financial affairs of the Society. Such a Reviewer shall hold office until the next Annual General Meeting and shall be eligible for re-election. In the event of a vacancy in the office of Reviewer, the Council shall appoint a new Reviewer as soon as possible to hold office until the next Annual General Meeting.

8. COMMITTEES

- (1) The Executive Committee of the Society shall consist of the President, the Vice President, the Treasurer, the Membership Officer, and the Secretary. The Public Officer shall notify the ACT Registrar's Office within one month of any change in the holders of these offices or of any change in their names and/or residential addresses.
- (2) The Code of Conduct Committee shall consist of 3 members of the Society, who are not also members of the Executive Committee, appointed by the Council of the Society. This committee will consider reports of violations of the Code of Conduct, advise Council of its findings and, in the event of upholding a complaint, make recommendations to Council of any disciplinary action the Society should take. It may also recommend to Council amendments to the Code of Conduct it deems necessary.
- (3) The Council of the Society may appoint other Committees of members with such terms of reference as it thinks fit. All such Committees shall report their proceedings to the Council. The Council of the Society may also appoint members to form joint committees with other societies.

9. FUNDS

- (1) The funds of the Society shall be derived from the subscriptions of members, donations and such other sources as the Council determines. Derivation of funds shall be subject to any resolution passed at an Ordinary, Special or Annual General Meeting and also subject to the provisions of the Act.
- (2) All funds received by the Society must be deposited as soon as practicable and without deduction to the credit of the Society's bank account. The Society must, as soon as practicable after receiving any funds, issue an appropriate receipt.
- (3) Subject to any resolution passed at an Ordinary, Special or Annual General Meeting, the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the Council determines.
- (4) The financial year of the Society shall be 1 October to 30 September.
- (5) Payments by the Society shall be made by electronic transfer, electronically approved by any two of the Treasurer, Membership Officer, and up to three other members of Council who Council have appointed to perform this role.

10. POWERS AND DUTIES

- (1) The Executive Committee of the Society shall be the committee referred to in the Act and shall control and manage the affairs of the Society and shall exercise all functions of the Society, with the exception of any functions which are required by these rules to be exercised by the Council or by an Ordinary, Special or Annual General Meeting.
- (2) The Council of the Society shall have power to do all things necessary to promote the objects of the Society. In particular, the powers of the Council shall include -
 - (a) The control over the publications, records and funds of the Society and the expenditure of funds for the purposes of the Society.
 - (b) The retention for the Society of copyright in all communications to be included in the publications of the Society, unless the Council allows the copyright to be reserved by the contributor.
- (3) When present, the President shall preside at all meetings of the Society and Council. In the case of an equality of votes at such meetings, the President shall have a second or casting vote.
- (4) In the absence of the President, the Vice-President shall act with all the powers of the President. In the absence also of the Vice-President, the meeting may elect a member of Council to preside, and such Council member shall act with all the powers of the President.
- (5) The Treasurer shall -
 - (a) Receive all moneys due to the Society and deposit them as soon as practicable and without deduction, in a financial institution or institutions approved by the Council. In performing this role, the Treasurer may delegate to the Membership Officer the receipt and deposit of funds for subscriptions of members.
 - (b) Under the direction of the Council, pay all moneys owing by the Society.
 - (c) Invest the moneys of the Society not required to meet current expenditure in such manner as the Council shall from time to time direct.
 - (d) Undertake other activities related to the finances of the Society, as directed by Council.
 - (e) Keep correct records showing the financial affairs of the Society, with full details of all receipts and expenditure connected with the activities of the Society.
 - (f) Prepare a statement of the accounts of the Society at the end of each financial year of the Society (30 September of each year) and arrange for the review of these accounts by the Reviewer elected at the Annual General Meeting.

- (6) The Membership Officer shall -
- (a) Produce and distribute membership renewal notices to all current members in January and February and provide reminders up to 15 April to members who have yet to renew their membership.
 - (b) Receive and deposit funds for subscriptions of members, as directed by the Treasurer.
 - (c) Provide receipts to members for all membership subscriptions.
 - (d) Maintain a membership database containing the name, place of residence (Country, State or Territory) and type of membership in a format that is accessible to members of Council and for inspection by members on request.
 - (e) Distribute lists of members and their details to the Executive Committee, and to other members of Council when required for a purpose approved by Council.
 - (f) Provide details on all new members and membership renewals to the IBS no later than 15 April each year, and provide details on new members and changes to details of current members to the IBS as they occur throughout the year.
 - (g) Undertake other activities related to the membership records of the Society, as directed by the Executive Committee or Council.
- (7) The Secretary shall –
- (a) Conduct correspondence of the Society as directed by the Council
 - (b) Arrange and issue notices of all meetings of the Society and Council
 - (c) Produce and keep a record of proceedings of all meetings of the Society and Council. Minutes of proceedings taken by the Secretary at an Ordinary or Annual General Meeting of the Society, shall be subject to ratification at the next meeting of the same type. Minutes of a Special General Meeting shall be ratified at the next Special or Annual General Meeting.
 - (d) Undertake other activities related to the business of the Society, as directed by Council.
- (8) The Reviewer shall review the Treasurer's books and annual financial report but may not assist in the preparation of those accounts. The Reviewer shall prepare a report on the Treasurer's annual financial report at least fourteen days before the Annual General Meeting. The Treasurer's reviewed annual financial report and the Reviewer's report shall be presented to the Annual General Meeting and shall also be included in an annual return to be sent to the ACT Registrar's Office within six months of the end of each financial year.

11. MEETINGS

- (1) Meetings of the Council, Executive Committee and other Committees shall be held as directed by the Council or by the committee concerned and shall be convened by the Secretary or by another member of the committee concerned, as designated by Council. Oral or written notice of such meetings shall be given to each member of the committee concerned at least forty-eight hours (or such other period as may be unanimously agreed upon by the members of the committee concerned) before the time appointed for the meeting.
- (2) Ordinary General Meetings of the Society shall be held at such times as the Council shall direct and shall be convened by the Secretary. Fourteen days' notice of an Ordinary General Meeting shall be sent to members. Guests may be admitted to all Ordinary General Meetings.
- (3) The Annual General Meeting shall be held on such a day in the months of October to February after the end of each financial year as the Council shall direct and shall be convened by the Secretary. Fourteen days' notice of an Annual General Meeting shall be sent to members or twenty-one days' notice if the meeting is to discuss any special resolutions. The business of this meeting shall be to receive and discuss a report from the Council, the Treasurer's statement of accounts and the Reviewer's report; to elect members of Council; to discuss questions relating to the structure and management of the Society; and, at the discretion of the Council, to discuss other matters relevant to running the business of the Society. Guests may be admitted to all Annual General Meetings.
- (4) A Special General Meeting may be called at any time by order of the Council, and also shall be so called within thirty days after the receipt by the Secretary of a written request by at least 20 Regular, Senior Retiree or Life Members specifying the resolutions to be moved. At least twenty-one days' notice of such a meeting shall be sent to members, and the resolutions to be moved shall be stated in the notice. No other business shall be brought forward at such a meeting.
- (5) At meetings of the Executive Committee three shall constitute a quorum; at meetings of the Council, any five Councillors; at Ordinary and Special General Meetings, any ten members; at Annual General Meetings, any fifteen members.
- (6) At all Ordinary, Special and Annual General Meetings of the Society, each Regular, Senior Retiree or Life Member shall be entitled to cast a single vote, either in person or by assigning a proxy to another Regular, Senior Retiree or Life Member present at the meeting. Such proxies shall be in writing and must be received by the Secretary before commencement of the meeting. A maximum of five undirected proxies may be held by any Regular, Senior Retiree or Life Member at a meeting.

12. AFFILIATIONS

- (1) The Society shall conform to the provisions of the rules of the IBS as applied to its regions, except where those provisions conflict with the provisions of these rules.
- (2) A member of the Society who is an Honorary Life Member of the IBS shall not be required to pay an annual subscription to the Society but shall have all the privileges of a Member of the Society.

13. ALTERATION AND INTERPRETATION OF THE RULES

- (1) The Rules may be amended or altered only by special resolution at a Special General Meeting or at an Annual General Meeting. Each member of the Society shall be notified of the proposed amendments or alterations in writing, not less than twenty-one days before such a meeting. To become effective, an amendment shall receive an affirmative vote of a majority of those entitled to vote and who are voting either in person or by proxy. Any alterations to the rules shall be made in accordance with the Act.
- (2) Where the Model Rules make provision for any matter not covered in these rules, then these rules shall be taken to include the provision of the Model Rules in relation to that matter.

14. DISCIPLINING OF MEMBERS

- (1) If, based on a recommendation of the Code of Conduct Committee, the Council is of the opinion that a member
 - (i) has breached the Society's Code of Conduct;
 - (ii) has persistently refused or neglected to comply with the provisions of the Code of Conduct; or
 - (iii) has persistently and wilfully acted in a manner prejudicial to the interests of the Society or to the use of statistics and mathematics in the biosciences, the Council may, by resolution
 - (a) expel the member from the Society; or
 - (b) suspend the member from such rights and privileges of membership of the Society as the Council may determine for a specified period.
- (2) A resolution of the Council under Sub-Rule (1) is of no effect unless the Council, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under Sub-Rule (3), confirms a resolution in accordance with this Rule.
- (3) Where the Council passes a resolution under Sub-Rule (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
 - (i) setting out the resolution of the Council and the grounds on which it is based;
 - (ii) stating that the member may address the Council at a meeting of Council convened under Sub-Rule (2);
 - (iii) stating the date, place or electronic medium and time of that meeting;and

- (iv) informing the member that the member may do either or both of the following:
 - (a) attend and speak at that meeting;
 - (b) submit to the Council prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to Section 50 of the Act, at a meeting convened under Sub-Rule (2), the Council shall -
 - (i) give to the member mentioned in Sub-Rule (1) an opportunity to make oral representation;
 - (ii) give due consideration to any oral or written representations submitted to the Council by that member at or prior to the meeting; and
 - (iii) by resolution determine whether to confirm or revoke the resolution of the Council made under Sub-Rule (1).
- (5) Where the Council confirms a resolution under Sub-Rule (4), the Secretary shall, within 7 days after that confirmation, by notice in writing, inform the member of that confirmation and of the member's right of appeal under Rule 15.
- (6) A resolution confirmed by the Council under Sub-Rule (4) does not take effect -
 - (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (ii) where within that period the member exercises the right of appeal, unless and until the Society confirms a resolution in accordance with Sub-Rule 15(4).
- (7) When a resolution under Sub-Rule (4) takes effect, the Secretary must, as soon as is practicable, by notice in writing, inform IBS that the member has been disciplined and describe the disciplinary action taken.

15. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (1) A member may appeal to the Society in a general meeting against a resolution of the Council which is confirmed under Sub-Rule 14(4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice under Sub-Rule (1), the Secretary shall notify the Council which shall convene a general meeting of the Society to be held within 21 days after the date on which the Secretary received the notice, or as soon as possible after that date.
- (3) Subject to Section 50 of the Act, at a general meeting of the Society convened under Sub-Rule (2) –
 - (i) no business other than the question of the appeal shall be transacted;
 - (ii) the Council and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and

- (iii) the members present shall vote by secret ballot on the question of whether the resolution made under Sub-Rule 14(4) is confirmed.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution under Sub-Rule 14(4), that resolution is confirmed.

16. CUSTODY AND INSPECTION OF BOOKS

- (1) Subject to the provisions of the Act and these rules,
- (a) The Secretary shall have custody or control of all records, books and other documents relating to the Society, other than the financial records and the membership register.
 - (b) The Treasurer shall have custody or control of all financial records relating to the Society.
 - (c) The Membership Officer shall have custody and control of the membership register.
- (2) Subject to maintaining privacy of Members' information, upon request all records of the Society shall be
- (a) Where practical, provided free of charge to a Member by electronic transmission; or
 - (b) Made available, free of charge, for inspection by a Member at a place in the Australian Capital Territory by arrangement with the Public Officer.

17. DISSOLUTION OF THE SOCIETY

- (1) The Society may be dissolved by special resolution, at any Special or Annual General Meeting of the Society, provided that notice of the proposed resolution has been sent to each member at least eight weeks before the date of the meeting, and provided that at least three-quarters of the members of the Society voting in person or by proxy, vote in favour of such a dissolution.
- (2) If the Society should be wound up or dissolved, any assets remaining after satisfaction of all debts and liabilities shall be given or transferred to the IBS. Should that society no longer exist, these remaining assets shall be given or transferred to some society or societies having objects similar or in part similar to the objects of the Society. Any such society shall have similar rules prohibiting the distribution of its assets to its members. The decision on which society or societies shall receive these remaining assets shall be decided by a simple majority of the Council.

18. NON-PROFIT NATURE OF THE SOCIETY

The assets and income of the Society shall be applied solely in furtherance of its objects as described in Rule (3) and no portion shall be distributed directly or indirectly to members of the Society except as bona fide compensation for services rendered or expenses incurred on behalf of the Society.

19. AMALGAMATION

Where it furthers the objectives of the Society to amalgamate with any one or more other organizations having similar objectives, the other organization(s) must have rules prohibiting the distribution of its (their) assets and income to members.