

**CONSTITUTION
OF THE
AUSTRALASIAN COLLEGE
OF TROPICAL MEDICINE
INCORPORATED**

14 June 2001

(Amended 10 June 2001)

INDEX

1. NAME 1
2. DEFINITIONS 1
3. OBJECTS 2
4. MEMBERSHIP 5
5. MEMBERSHIP FEES AND SUBSCRIPTIONS 8
6. BRANCHES 8
7. STANDING COMMITTEES AND SPECIAL INTEREST GROUPS 9
8. EXECUTIVE COUNCIL 10
9. COLLEGE COUNCIL 12
10. MEETINGS OF THE COLLEGE COUNCIL AND EXECUTIVE COUNCIL 13
11. SECRETARIAT 14
12. PUBLICATIONS 15
13. COMMON SEAL 15
14. CODE OF ETHICS 15
15. EXPULSION 16
16. GENERAL MEETINGS 18
17. ANNUAL GENERAL MEETING 19
18. INCOME AND PROPERTY OF COLLEGE 21
19. FINANCE 22
20. AUDIT 23
21. DISSOLUTION 24
22. CONSTITUTIONAL CHANGE 25

- 23. NOTICES 25**
- 24. AFFILIATED ORGANISATIONS 25**
- 25. COLLEGE AWARDS AND HONOURS 26**
- 26. AFFILIATION OF THE COLLEGE, COLLEGE COMMITTEES WITH
OTHER ORGANISATIONS 29**
- 27. DOCUMENTS 30**

1. NAME

The name of the Association is "The Australasian College of Tropical Medicine Incorporated", hereinafter referred to as "the College", or "A.C.T.M.".

2. DEFINITIONS

In these rules, unless the contrary intention appears -

- 2.1 "Australasian" shall mean Australia, New Zealand, Southeast Asia, and the Western Pacific.
- 2.2 "College" shall mean "The Australasian College of Tropical Medicine Incorporated"
- 2.3 "College Council" and "Council" shall mean the Council of Management of the College as duly elected or appointed under the rules of this Constitution;
- 2.4 "Executive Council" shall mean the executive members of the College Council as duly elected or appointed under the rules of this Constitution; Any reference to the "Executive Council" shall be acknowledged to refer to a Management Committee as defined under the provisions of the Associations Incorporation Act 1981".
- 2.5 "financial member" means a member who has paid the annual subscription fee for the year or the portion of the year that is the current financial year at that time;
- 2.6 "financial year" means the first day of May in one year until the thirtieth day of April, the following year;
- 2.7 "General Meeting" shall mean a meeting of the members of the College convened under Rule 16.
- 2.8 "Annual General Meeting" shall mean a meeting of the members of the College under Rule 17.
- 2.9 "Month" means a calendar month;
- 2.10 "member" printed in lower case type refers to all members of the College irrespective of the type of membership or grade of membership;
- 2.11 "MEMBER" printed in upper case type means a member of the College awarded the grade of MEMBER of the College;

- 2.12 Words importing the gender of a person include the feminine gender and the masculine gender;
- 2.13 "Branch" shall mean a Branch of the College established and approved by the College Council;
- 2.14 For the purpose of determining eligibility for membership of the College, "tropical medicine" shall include tropical health, tropical hygiene, tropical public health, and other fields related to "tropical medicine";
- 2.15 "In Person" shall mean present at the meeting in person or by electronic or other means approved by the Executive Council.

3. OBJECTS

- 3.1 The objects of the College are:
 - (a) Encourage continuing education and the exchange of knowledge in tropical medicine;
 - (b) To collaborate with other organizations in conducting activities of mutual concern, interest and direction in tropical medicine;
 - (c) To promote research in tropical medicine;
 - (d) To strive for professionalism and competence among its members and those specializing in and entering into the field of tropical medicine;
 - (e) To maintain an historical collection relevant to the development of tropical medicine in Australasia.
- 3.2 For the purpose of giving effect to the foregoing objects, the Council subject to these rules:
 - (a) may hold periodical meetings of its members;
 - (a)(ii) To invest and deal with the money of the College not immediately required in such manner as may from time to time be thought fit, subject where applicable to Regulation 32(14) of the Collections Regulations 1975.
 - (b) shall receive subscriptions from members;
 - (c) shall administer the affairs of the College;

- (d) shall issue charters to Branches after having approved the Constitution and Rules of such bodies;
- (e) shall admit members to the various grades of member;
- (f) shall cause the College to be incorporated;
- (g) may employ such persons as the College sees fit upon the terms and conditions as to remuneration or otherwise as the College sees fit;
- (h) may purchase, lease, or hire such accommodation, furniture, fittings, and equipment for carrying out the objects of the College;
- (i) may apply for and accept money by way of grant, gift, bequest or otherwise for any one or more of the objects of the College;
- (j) may undertake or direct or grant sums of money out of the College's funds for research or study or the promotion of the objects of the College;
- (k) may invest the funds of the College not immediately required in such securities as may be determined from time to time;
- (l) shall cause to be paid from the Funds of the College all the expenses of and incidental to the affairs of the College Council;
- (m) shall publicise the activities of the College;
- (n) may borrow moneys on such terms and conditions (including the payment of interest) as the College sees fit;
- (o) may register the College under any appropriate law of Australia or any of the States and Territories thereof;
- (p) may authorize any person or persons on its behalf to sign and execute letters, documents and writings of all descriptions including, inter alia, the signing and endorsing of cheques, deposit slips, withdrawal forms and other documents relating to finance, and, in general to represent the College;
- (q) may appoint committees, boards and co-opt persons to committees and delegate powers to them but always subject to the Council's control and recall;

- (r) may grant pensions, allowances and gratuities to employees or former employees of the College or to dependants of such persons, whether by way of remuneration or bonus, and provide a benevolent or similar fund for such purpose;
- (s) may purchase, apply for or otherwise acquire copyrights, privileges, exemptions, certificates, licences, patents, trademarks or the like which may be deemed necessary or convenient for any or all of the objects of the College, and transfer and otherwise deal with the same;
- (t) may enter into any arrangement, or agreement, or become a member of, or subscribe to or affiliate with, any professional or educational organization, having objects altogether or in part similar to those of the College;
- (u) may print, or publish, or assist in, or promote the printing of any newspapers, periodicals, books, monographs, articles, leaflets, brochures, or other literary undertaking, or produce, or publish, or assist in or promote the production of any film, electronic tape, whether sound or visual, and video material and slides, that the College Council may think desirable for the promotion of the objects of the College and distribute such publications as the College Council sees fit;
- (v) may apply the capital and income of the funds and property of the College or any part thereof, subject to such trusts (if any), for or towards the objects of the College;
- (w) shall 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 it sees fit;
- (x) shall do all such other lawful things as are incidental or conducive to the attainment of those objects or any of them; and
- (y) may carry out any one or more of those objects independently or exclusively of the remaining objects; and
- (z) may carry out all or any of those objects in any part of Australasia or elsewhere; (aa) shall be the sole authority for expressing and presenting the views of the College nationally and internationally;

4. MEMBERSHIP

- 4.1 Membership of the College is open to all persons who meet the requirements of membership irrespective of race, colour, creed, ideology, religion, sex or political beliefs;
- 4.2 Every application for membership shall be in writing and on such forms as the College Council may from time-to-time prescribe;
- 4.3 Each application shall be accompanied by a recent *curriculum vitae* and list of published and unpublished papers and technical contributions;
- 4.4 Up till and including 31 December 1991 each application should be accompanied by the names, addresses and telephone numbers of two (2) professional referees. Thereafter each applicant for membership shall be nominated and seconded by two (2) financial members of the College, neither of whom shall be Affiliate Members but at least one of whom shall be a Fellow of the College.
- 4.5 The following shall be the grades of membership of the College:
 - (a) Members eligible to vote at College meetings and on College matters;
 - (i) Fellow;
 - (ii) MEMBER;
 - (iii) Associate Member;
 - (b) Non-voting Members;
 - (i) Affiliate Member;
 - (ii) Honorary Fellow;
 - (iii) Honorary Member;
 - (iv) Sustaining Member;
- 4.6 The following shall be the types of membership of the College:
 - (a) Ordinary membership - may be conferred upon payment of the annual subscription.
 - (b) Life Membership - may be conferred upon payment of the first of five (5) equal instalments of the prescribed Life Membership subscription, less any subscriptions already paid which are authorised to be deducted by the College Council. The amount shall be determined by the College Council. Upon payment of the prescribed membership fee the Member shall be deemed a Life Member;

- (c) Pro-rata Life Membership - may be conferred upon payment of the first of five (5) equal instalments of the prescribed Life Membership subscription, less any subscriptions already paid which are authorised to be deducted by the College Council. Each instalment shall be paid annually and the amount shall be determined by the College Council. Upon payment of the final instalment the Member shall be deemed a Life Member;
 - (d) Retired Membership - may be conferred upon any member who can demonstrate to the satisfaction of the College Council that he or she is no longer in regular employment; whereupon that member shall only be required to pay membership subscriptions equivalent to Affiliate Membership but will nevertheless retain all the rights of the grade of membership held immediately prior to becoming a retired member.
 - (e) Affiliate Membership - shall be open to students in an approved tropical medicine or related programme, or Persons interested in tropical medicine.
 - (f) Sustaining Membership - shall be open to companies and other organisations satisfying the requirements of by laws established by the College Council.
- 4.7 Foundation membership may be granted up to and including the 31 December 1991, and these members may be referred to as Foundation Fellow, Foundation Member, Foundation Associate Member, or Foundation Affiliate Member;
- 4.8 The College Council shall prescribe the terms and conditions in connection with the admission of persons to the various grades and types of membership of the College, which will include academic qualifications, experience and significant contributions to tropical medicine, and/or the fulfilment of a programme of training prescribed by the College Council;
- 4.9 The College Council shall prescribe the procedure for processing of membership applications, appoint or elect members of a Membership Committee, Board of Censors or other body to process membership applications, appoint or elect a Chairman of the Membership Committee or Chief Censor to adjudicate on and present applications for membership to the College Council for approval;
- 4.10 All Fellows, MEMBERS, and Associate Members, whether Foundation members or not, shall have voting rights and be eligible for election to the College Council;

- 4.11 Any member having the grade of Honorary Fellow, Honorary Member, Fellow, Member, or Associate Member, may use the following initials or post-nominals after their name to indicate membership of the College, i.e. F.A.C.T.M. (Hon) or FACTM (Hon), M.A.C.T.M. (Hon) or MACTM (Hon), F.A.C.T.M. or FACTM, M.A.C.T.M. or MACTM, and A.A.C.T.M. or AACTM;
- 4.12 The Honorary Secretary shall, on behalf of the College keep and maintain a register of members in accordance with this Constitution and the register shall be so kept and maintained with the administrative records of the College. Branches may be permitted by the College Council to maintain separate registers, which shall be reconciled with the national register of members, from time -to-time, as deemed necessary by the College Council;
- 4.13 As soon as practicable, upon admission of a member, written notice shall be given to that person and request will be made for any outstanding fees, and a copy of the College's Constitution will be forwarded to that member;
- 4.14 A member shall not have voting rights nor any other privileges of membership until payment of outstanding fees.
- 4.15 A member of one grade of membership may make an application for upgrading of their membership status on the application form prescribed by the College Council. The applicant shall pay a Reclassification Fee equivalent to the Application Fee, determined by the College Council; applications for upgrading of membership shall be determined in the same manner as applications for conferral of membership.
- 4.16 A person whose membership has been rejected or whose membership has been terminated may within one (1) month of receiving notification thereof lodge with the Honorary Secretary written notice of his/her intention to appeal against the decision of the College Council.
- 4.17 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Honorary Secretary shall convene within three (3) months of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the College Council or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such a meeting.

- 4.18 Where a person whose application is rejected does not appeal against the decision of the College Council within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Honorary Secretary shall forthwith refund the amount of any fee paid.

5. MEMBERSHIP FEES AND SUBSCRIPTIONS

- 5.1 The Application Fee, Reclassification Fee, Annual Subscription and Life Membership Subscription payable by members of the College shall be such amount as the College Council shall from time-to-time prescribe;
- 5.2 All annual subscriptions and all pro-rata Life Membership subscriptions shall become due and payable in advance on the first business day of each financial year.
- 5.3 If the subscription of a member shall remain unpaid for a period of two months after it becomes due, then the member may after a notice of default as has been sent to him by the Honorary Secretary or Honorary Treasurer of the College have membership suspended until all arrears have been paid.
- 5.4 A financial member at any material time is a member who is not then indebted to the organisation in respect of annual subscription or levy or other payment whatsoever.
- 5.5 Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the organisation.

6. BRANCHES

- 6.1 Members resident within a State or Territory of Australia, or within another country, may, with the consent of the College Council establish a Branch of the College in that State or Territory or other country provided that no such application shall be approved unless the application is supported by the minimum number of members prescribed by the College Council from time to time as being necessary to establish a Branch.
- 6.2 Where a Branch is established each member of the College whose address in the Register of Members is within the area of a Branch shall be a member of that branch for so long as the member's address remains within the area of that Branch. No member shall be a member of more than one branch at any one time;
- 6.3 Branches shall make rules for their area of administration, provided that

those rules:

- (a) do not conflict with the objects of the College, or any other provision of this Constitution;
- (b) are approved by the College Council; and
- (c) comply with any by-laws relating to Branches.

6.4 Members of a Branch may establish chapters in the prescribed manner and in accordance with any by-laws relating to chapters and branches.

7. STANDING COMMITTEES AND SPECIAL INTEREST GROUPS AND FACULTIES

7.1 Members of the College may, with the consent of the College Council, establish special interest groups or standing committees, and faculties of the College;

7.2 The Council may make by-laws prescribing the conditions of eligibility for membership of special interest groups, standing committees and faculties and, without limiting the generality of the foregoing, the number of such groups to which a member may belong at any one time;

7.3 Special interest groups and standing committees and faculties shall make rules for their governance, provided that those rules:

- (a) do not conflict with the objects of the College or with any other provision in this Constitution;
- (b) are approved by the College Council; and
- (c) comply with any by-laws relating to special interest groups, standing committees, and faculties.

8.

EXECUTIVE COUNCIL

- 8.1 The College shall have an Executive Council comprising the President, the Vice President, the Honorary Secretary, and the Honorary Treasurer together with either the Immediate Past President or the President Elect. The Executive Officer shall also be an ex-officio non-voting member of the Executive Council;
- 8.2 Apart from the President, Immediate Past President and the Executive Officer, all members of the Executive Council shall be elected by, and from among, the members of the College in the prescribed manner and, subject to these rules, shall hold office for the time prescribed in the Constitution;
- 8.3 The President shall hold office for a period of two years;
- 8.4 A person who has held office as President shall, for a period of one year after expiration of this term, hold office as the Immediate Past President;
- 8.5 At the end of the first year in office of the President, members of the College shall at the Annual General Meeting of the College, elect a President Elect who will succeed the President at the end of the latter's second year in office;
- 8.6 The Honorary Secretary and the Honorary Treasurer shall be elected by members of the College at the Annual General Meeting on alternate years and shall each serve for a period of two years;
- 8.7 The Vice-President, Honorary Secretary and Honorary Treasurer, may be re-elected to that office upon the expiration of his/her term of office for a further term of twenty-four (24) months, but no member of the Executive Council shall be eligible for more than three (3) consecutive terms of office in the same office bearer position, and shall not be eligible for any further re-election to that office for one term or twenty-four (24) months, whichever is longer;
- 8.8 In the case of the President, while a person may be elected as President more than once, these terms shall not be consecutive, requiring a period of one term or twenty-four (24) months before re-election;
- 8.9 The office of a member of the Executive Council shall become vacant if he or she:
- (a) resigns the office in writing;
 - (b) ceases to be a financial member of the College;
 - (c) becomes of unsound mind; or

- (d) becomes bankrupt,
- (e) becomes deceased, or
- (f) is removed from office at a general meeting.

and the Executive Council shall appoint a member of the College to fill that office for the balance of the term of office of the previous officer;

- 8.10 The President shall be the spokesperson for the College and shall, unless absent, chair the Annual General Meeting, General Meetings, meetings of the College Council and meetings of the Executive Council;
- 8.11 In the absence of the President, the Vice President shall be the spokesperson for the College and chair meetings of the College. In the absence of both the President and Vice President, an Executive Council member elected by the Executive Council shall chair meetings of the College;
- 8.12 The Honorary Secretary shall give notice of meetings and keep the records of the College membership and business and ensure adherence to the Rules and by-laws of the College. Further the Honorary Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Council Meeting, College Council Meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Honorary Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Council meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Executive Council meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting or annual general meeting.
- 8.13 The Honorary Treasurer shall be responsible for, and advise on, the financial management and financial policy of the College;
- 8.14 The Immediate Past-President and President Elect shall alternately, and ex officio, be members of the Executive Council with full voting rights. The Past President shall serve during the first year in office of the new President while the President Elect shall serve in the last year of office of the President;
- 8.15 The Executive Officer, if any, shall be responsible to the Executive Council for the management of the Secretariat and for other such duties as

may be set out in this Constitution, prescribed in any by-laws or specified by resolution of the Executive Council but shall not have voting rights;

- 8.16 The Executive Council shall, subject to the direction of the College Council, manage the affairs of the College and represent the College Council and the College in all matters related to the College.
- 8.17 In the event of a motion being proposed for removal from office of a member of the Executive Council at a general meeting, the member shall be given the opportunity to fully present his/her case and the question of removal shall be determined by the vote of the members present at such a general meeting, or by proxy.
- 8.18 There shall be no appeal from a decision to remove a member from the Executive Council taken at a general meeting but notice of the proposal to remove the member from the Executive Council shall be given at the same time as notice of the general meeting is given to all members.
- 8.20 These changes to Section 8 of the “Constitution of the Australasian College of Tropical Medicine Incorporated – 10th January 1994”, shall take effect from the Election of Office Bearers, ACTM AGM 1998/99.

9. COLLEGE COUNCIL

- 9.1 The College shall have a Council comprising:
 - (a) the members, for the time being, of the Executive Council;
 - (b) seven (7) Councillors elected by and from among the members of the College at each Annual General Meeting. Each Councillor shall hold office until the next Annual General Meeting. Each Councillor may be re-elected to that office upon the expiration of his term of office for a further term, but shall not be eligible for more than five (5) consecutive terms of office and shall not be eligible for any further re-election to that office for one term or twelve (12) months, whichever is longer;
 - (c) one (1) representative elected by and from the members of each Branch of the College, and
 - (d) one (1) representative elected by and from the members of each standing committee of the College;
 - (e) one (1) representative elected by and from the members of each faculty of the College;
- 9.2 Representatives of Branches, Standing Committees and Faculties shall hold

office until the next Annual General Meeting. Each Representative on Council may be re-elected to that office upon the expiration of his term of office for a further term, but shall not be eligible for more than five (5) consecutive terms of office and shall not be eligible for any further re-election to that office for one term or twelve (12) months, whichever is longer;

- 9.3 The office of a member of the College Council shall become vacant if he or she:
- (a) resigns the office in writing;
 - (b) ceases to be a member of the College;
 - (c) becomes of unsound mind; or
 - (d) becomes bankrupt

and the College Council shall appoint a member of the College to fill that office for the balance of the term of office of the previous officer;

- 9.4 The Council shall have the power to create and disband committees whether or not they are constituted by the members of the Council and may prescribe the method of operation of such committees and seek advice as it sees fit from any individual or organisation;
- 9.5 The Council shall have the power by ordinary resolution to make, amend or rescind by-laws regulating the operation of the College or prescribing any matter or thing permitted or required by or under this Constitution to be prescribed provided that they do not conflict with this Constitution, and such by-laws shall continue in force until rescinded or amended by the Council;
- 9.6 Policy of the College shall be determined by the College Council;
- 9.7 The College Council may elect representatives or nominees of the College to membership of, or representation on, other bodies.

10. MEETINGS OF THE COLLEGE COUNCIL AND EXECUTIVE COUNCIL

- 10.1 The College Council shall meet at six times per calendar year and at least one of its meetings shall be held not less than one (1) month prior to the Annual General Meeting.
- 10.1a The Executive Council shall meet at least once each calendar month and at least one of its meetings shall be held not less than one (1) month prior to the Annual General Meeting.
- 10.2 The date, place and time of each meeting of the College Council shall be determined by the College Council itself, or in the absence of any such determination, by the Executive Council.
- 10.3 The Honorary Secretary shall notify the College Council members of the place, day and time for the holding the College Council meeting and the nature of the business to be transacted thereat, not less than seven (7) days before the date of the meeting;
- 10.3a The Honorary Secretary shall notify the Executive Council members of the place, day and time for the holding of each Executive Council meeting and the nature of the business to be transacted thereat, not less than two (2) days before the date of that meeting.
- 10.4 At every meeting of the College Council a simple majority of the number equal to the current number of voting members elected and/or appointed to the College Council shall constitute a quorum.
- 10.5 Each Council member has one vote at a meeting either In Person or by proxy and in the case of an equality of votes the motion shall be lost;
- 10.6 The Honorary Secretary shall convene meetings of the Executive Council at the request of the President or not less than two (2) members of the Executive Council;
- 10.7 Three (3) members of the Executive Council shall constitute a quorum of the Executive Council;
- 10.8 Each Executive Council member shall have one vote at a meeting of the Executive Council either In Person or by proxy and in the case of an equality the motion will be lost.

11. SECRETARIAT

- 11.1 The Office of the College shall be located in Australia, and shall be referred to as the College Secretariat;
- 11.2 The Council shall appoint a person, with or without remuneration, to be the Executive Officer of the College.

12. PUBLICATIONS

- 12.1 The College may publish journals, including an official journal of the College, textbooks, monographs, position papers or other publications approved by the College Council;
- 12.2 The Council shall appoint an Editorial Committee, which will advise the Council on these publications, the establishment of an Editorial Board and the appointment of an Editor;
- 12.3 The Council shall appoint the Editor of the Journal and other College publications, or appoint sub-Editors for other College publications, who shall at the time and for the duration of their appointment be and remain a member of the College;
- 12.4 The College Council shall appoint such members of the College as it sees fit to membership of an Editorial Board to assist and advise the Editor.

13. COMMON SEAL

- 13.1 The seal of the College shall be in the form of a rubber stamp, foil seal or other form approved by the Executive Council; and the design of the seal of the College shall be approved by the Executive Council;
- 13.2 The Common Seal shall be used only by the authority of the Executive Council and every instrument to which the Seal is affixed shall be signed by two (2) members of the Executive Council as evidence of that authority.
- 13.3 The Honorary Secretary shall keep a record of all documents to which the Seal is affixed;
- 13.4 The College Council shall from time-to-time determine rules for the signature and execution of documents and papers on behalf of the College.

14. CODE OF ETHICS

- 14.1 All members of the Australasian College of Tropical Medicine, by virtue of their acceptance of membership of the College are bound by the Code of Ethics. Any member who breaks the Code of Ethics may be expelled from the College, and, if required by the College Council, shall surrender their certificate of membership;
- 14.2 The following is the Code of Ethics of the College:
- (a) members must be responsible for ethical and professional conduct in relation to patients, clients, employees, associates, the public and research;
 - (b) members must be responsible for professional competence in the performance of all their professional activities;
 - (c) members shall protect the professional interests, reputation and good name of the College and its members, or of any deserving professional organization and its members which are also involved in tropical medicine or its associated disciplines;
 - (d) members shall seek to continue their professional development, shall actively assist in the professional development of new and existing members of the College, and shall encourage the development of expertise among non-members working in tropical medicine or its associated disciplines.

15. EXPULSION

- 15.1 Subject to this Rule, the Executive Council may expel a member from the College if, in the opinion of the Executive Council, the member has been guilty of conduct detrimental to the interests of the College;
- 15.2 Where the Executive Council expels a member from the College, the Executive Officer shall, without undue delay, cause to be served on the member a notice in writing:
- (a) stating that the Executive Council has expelled the member;
 - (b) specifying the grounds for expulsion; and
 - (c) informing the member that if he or she so desires, he/ she may, within fourteen (14) days after the service of the notice on him/her, appeal against the expulsion as provided in sub-rule 15.4.

- 15.3 The expulsion of a member pursuant to sub-rule 15.1 hereof does not take effect:
- (a) until the expiration of fourteen (14) days after the service on the member of a notice under sub-rule 15.2; or
 - (b) if the member unsuccessfully exercises his or her right of appeal under sub-rule 15.4, until the conclusion of the general meeting convened to hear the appeal, whichever is the later date, whereupon the Honorary Secretary shall forthwith remove the name of the member for the Register of Members and the member shall cease to be a member.
- 15.4 A member on whom a notice under sub-rule 15.2 is served may appeal against the expulsion to a General Meeting by delivering, or sending by post, to the Executive Officer, within fourteen (14) days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his/her appeal;
- 15.5 Upon receipt of a requisition under sub-rule 15.4 the Executive Officer shall forthwith notify the Executive Council of its receipt and the Executive Council shall thereupon cause a general meeting of members to be held within sixty (60) days after the date on which the requisition is received by the Executive Officer;
- 15.6 At a general meeting convened for the purpose of this Rule:
- (a) no business other than the question of the expulsion shall be transacted;
 - (b) the Executive Council shall place before the meeting details of the grounds of the expulsion and the Executive Council's reasons for the expulsion;
 - (c) the expelled member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the expulsion should be cancelled or confirmed.

16.

GENERAL MEETINGS

- 16.1 The Honorary Secretary or Executive Officer shall convene a General Meeting of the College when directed to do so by the Executive Council or the College Council;
- 16.2 The Honorary Secretary or Executive Officer shall notify the members of the place, day and time for the holding of the meeting and the nature of the business to be transacted thereat not less than fourteen (14) days before the date of the meeting;
- 16.3 No business shall be transacted at any General Meeting unless a quorum of twenty (20) members is present at the commencement of such business;
- 16.4a Subject to paragraph 16.4(b) hereof and unless otherwise provided for in these rules all questions arising at a General Meeting shall be determined by a majority of votes on a show of hands and the declaration of the person chairing the meeting that a resolution has been carried by a particular majority or lost, shall be conclusive evidence of that fact without proof of the number of votes recorded in favour of or against the resolution.
- 16.4b Each member or holder of a proxy in attendance at a general meeting shall have the right to demand a poll on any question.
- 16.4c Every financial member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is in arrears at the date of the meeting.
- 16.5c Every financial member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is in arrears at the date of the meeting.
- 16.5a All members of the College may vote in person or by proxy and on a show of hands. Every person present who is a member or a representative of a member shall have one vote and on a poll every member present in person or by proxy shall have one vote.
- 16.5b At every general meeting all questions, matters or resolutions shall be decided by a majority of votes and in the case of an equality of votes, the motion shall be lost.
- 16.6a Every instrument appointing a proxy shall be in writing signed by the appointer or his/her duly authorised attorney;
- 16.6b Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the

following form or a form as near thereto as circumstances permit:-

<p style="text-align: center;">THE AUSTRALASIAN COLLEGE OF TROPICAL MEDICINE</p> <p>I, _____ of being a member of the above named College, hereby appoint of to vote for me on my behalf at the (annual) general meeting of the College, to be held on the _____ day of _____ 19 ____ and at any adjournment thereof.</p> <p>Signed this _____ day of _____ , 19 ____</p> <p>Signature _____</p> <p>This form is to be used *in favour of/ *against the resolution</p> <p>*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he/she thinks fit.)</p>
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- 16.7 If the instrument appointing a proxy is not received at the office of the College, or at such other place specified for that purpose in the notice convening the meeting, at least forty-eight (48) hours before the time for holding the meeting at which the person named in the instrument proposes to vote, it shall not be treated as valid;
- 16.8 The College Council may determine from time-to-time by-laws for conduct of General Meetings.

17. ANNUAL GENERAL MEETING

- 17.1 The College shall hold an annual general meeting within three (3) months of the close of each financial year and all the provisions of Rule 16 relating to General Meetings shall apply to Annual General Meetings;
- 17.2 The Annual General Meeting shall be specified as such in the notice convening it;
- 17.3 The ordinary business of the Annual General Meeting shall be:

- (a) to confirm the minutes of the last General Meeting
 - (b) to receive and consider reports (including financial statements where applicable) from the Executive Council, branches, special interest groups, the Auditor and Executive Officer of the Association on the activities of the College during the preceding financial year;
 - (c) to hold elections for the College Council as for office bearer positions direct in Rules 17.4 and 17.5;
 - (d) to appoint the Auditor;
- 17.4 At the Annual General meeting of the College, elections shall be held to elect office bearers in accordance with the Constitution as outlined in Rules 8.2 to 8.8 and 9.1b;
- 17.5 The election of these officers shall take place in the following manner:
- (a) Any two members of the College shall be at liberty to serve as an officer of the College.
 - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Honorary Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place;
 - (c) A list of the candidates names in alphabetical order, with the proposer's and seconder's names, shall be posted in a conspicuous place in the office or usual place of meeting of the College for at least seven (7) days immediately preceding the Annual General Meeting;

- (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (e) Should, there be an insufficient number of candidates nominated at the commencement of such meeting, nominations may be taken from the floor of the meeting.
- 17.6 In the case of election of Branch, Standing Committee and Faculty Representatives, the nominee must be a member of that Branch, Standing Committee or Faculty.
- 17.7 Notwithstanding the provisions of Rules 16.2 and 17.1, the Annual General Meeting may transact special business of which not less than fourteen (14) days notice is given to members;
- 17.8 The Council may determine by-laws for conduct of Annual General Meetings from time-to-time.

18. INCOME AND PROPERTY OF COLLEGE

- 18.1 The income and property of the College, however derived, shall be applied solely towards the promotion of the objects of the College and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the College;
- 18.2 Nothing in the provisions of sub-rule 18.1 prevents the payment in good faith to an employee or member of the College, whether such employee or member is a member of the Executive Council or otherwise, of:
- (a) remuneration in return for services actually rendered to the College by the employee or member or for goods supplied to the College, by the employee or member in the ordinary course of business;
 - (b) interest at appropriate current bank overdraft rate on money lent to the College by the employee or member;
 - (c) a reasonable and proper sum by way of rent for premises let to the College by the employee or member; or
 - (d) the reimbursement to the employee or member of expenses actually incurred on behalf of the College or in carrying on the affairs of the College.

19. FINANCE

19.1 True accounts shall be kept -

- (a) of all sums of money received and expended by the College, including details of the matter in respect of which the receipt or expenditure takes place; and
- (b) of the assets and liabilities of the College

and, subject to any reasonable restrictions as to the time and manner of inspecting them that may be imposed by the Executive Council for the time being, those accounts shall be open to inspection by the members of the College;

19.2 The Executive Council shall cause to be kept general records, accounting books, and records of receipts and expenditure connected with the operations and business of the College in such form and manner as the Executive Council may direct or as may be prescribed by law;

19.3 The Treasurer shall, on behalf of the College, receive all money paid to the College and forthwith after the receipt thereof cause to be issued official receipts;

19.4a The funds of the College shall be deposited in the name of the College with a bank as the Executive Council may decide.

19.4b All monies received by the College shall be paid into the College account as soon as practicable after their receipt.

19.5 All payments of one hundred dollars (\$100.00) or more shall be made by cheque drawn on the College's account. The payment of sums less than one hundred dollars (\$100.00) may be made in cash where authorised by the Executive Council or where they are made in accordance with by-laws relating to petty cash and urgent expenditure.

19.6 The College Council may make by-laws providing for the manner in which cheques are drawn on the College's account and it may authorise persons who are not members of the Executive Council to be signatories to the account providing:

- (a) there shall be at least two (2) signatories required for cheques drawn on the College's account; and
- (b) in the absence of a determination by the College Council concerning these matters, the Executive Council may make provision for the manner in which cheques are drawn on the College's account.

20. AUDIT

- 20.1 At each Annual General Meeting of the College, the members present shall appoint a person who is not a member of the College to be the Auditor of the College;
- 20.2 The person so appointed shall hold office until the conclusion of the Annual General Meeting next after that at which he or she is appointed and shall be eligible for re-appointment;
- 20.3 If an auditor is not appointed at an Annual General Meeting the Executive Council shall appoint a person who is not a member as auditor of the College for the then current financial year of the College and that person shall be eligible for re-appointment;
- 20.4 If a casual vacancy occurs in the office of Auditor during the course of a financial year, the Executive Council shall appoint a person who is not a member of the College as the Auditor and the person so appointed shall hold office until the conclusion of the next succeeding annual general meeting following his or her appointment and shall be eligible for re-appointment;
- 20.5 As soon as practicable after the end of each financial year the Honorary Treasurer shall cause to be prepared a statement containing the particulars of -
 - (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the College at the close of that year.
- 20.6 All such statements shall be examined by the Auditor who shall present his/her report upon such audit to the Honorary Secretary prior to the holding of the Annual General Meeting next following financial year in respect of which such audit was made.
- 20.7 In his or her report the Auditor shall state:
 - (a) whether he or she has obtained all required information;
 - (b) whether, in his or her opinion, the accounts are properly drawn up so as to exhibit a true and fair view of the financial position of the College according to the information at his or her disposal and the explanations given as shown by the books of the College; and
 - (c) whether the rules and by-laws relating to the administration of the funds of the College have been observed;
- 20.8 The Honorary Treasurer shall cause to be delivered to the Auditor a list of

all accounts, books and records of the College;

20.9 The Auditor:

- (a) has right of access to the accounts, books, records, vouchers, and documents of the College;
- (b) may require from the employees of the College such information and explanations as may be necessary for the performance of his or her duties as Auditor;
- (c) may employ persons to assist him or her in investigating the accounts of the College; and
- (d) may, in relation to the accounts of the College and subject to the approval of the Executive Council, question any member of the Executive Council or any employee of the College;

20.10 The Honorary Treasurer shall be responsible for ensuring the College complies with all legal requirements concerning the lodgement of the annual financial statements and other financial information.

21. DISSOLUTION

If the College shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the College, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the College, gifts to which are allowable deductions under the provisions of Section 78(1)(a) of the Income Tax Assessment Act and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the College under or by virtue of Rule 28(10), such institution or, institutions to be determined by the members of the College."

22. CONSTITUTIONAL CHANGE

- 22.1 Subject to the provisions of the Association's Incorporation Act these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting by a majority of at least three-quarters of the votes cast by those members present in person or by proxy at the meeting: Provided that no such amendment, rescision or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Consumer Affairs, Brisbane and the Honourable the Minister for Consumer Affairs.
- 22.2 The Honorary Secretary shall give notice of the proposed amendment to members not less than fourteen (14) days prior to the date of the General Meeting at which any such amendment is to be considered;
- 22.3 Unless the Executive Council is of the opinion that an amendment is only of a minor nature, the Honorary Secretary shall, following any amendment to these Rules, provide to each member a copy of the amended Rules;
- 22.4 If these Rules are amended so as to affect the liability of members to contribute towards the payment of debts and liabilities of the College or the costs, charges and expenses of winding up the College, the Honorary Secretary shall, within one month after the alteration, give notice of that alteration in a newspaper circulating in Queensland, in addition to his/her obligations under Rule 22.3.

23. NOTICES

Any notice required by these Rules to be given to any member may be served either personally or by sending it through the post in a prepaid letter addressed to the member at the address of the member last shown in the Register of Members.

24. AFFILIATED ORGANISATIONS

- 24.1 Any organisation which has objects similar to the objects of the College may be granted recognition by the College as an affiliated organisation. An affiliated organisation may represent itself as being affiliated with the College;

- 24.2 An application for recognition as an affiliated organisation shall be considered and dealt with by Council, which may, in its absolute discretion, grant or refuse to grant affiliation to the applicant organisation. Council may withdraw affiliation at any time following which the organisation shall no longer be entitled to represent itself as being affiliated with the College;
- 24.3 The Council may grant an affiliated organisation the right to appoint a person, who need not be a member of the College, as a representative to the Council, but any person so appointed:
- (a) must at the time of appointment be and remain, for as long as he or she is a representative of the Council, a member of the management or executive committee, however styled, of that affiliated organisation;
 - (b) does not have the right to move or second motions or vote at Council Meetings;
- 24.4 The Executive Council may from time to time establish policies or recommend to the College Council the enactment of by-laws for determining the affiliation of other organisations within the College.

25. COLLEGE AWARDS AND HONOURS

- 25.1 The Awards and Honours Programme of the Australasian College of Tropical Medicine is designed to:
- (a) assist in recognizing members and non-members, who have made outstanding contributions to the College and to Tropical Medicine;
 - (b) encourage students to perform with excellence in post-graduate training and research in Tropical Medicine;
 - (c) show appreciation to visitors of the College; and
 - (d) be an integral part of the College Annual General Meeting and Annual Scientific Meeting;
- 25.2 The Awards and Honours of the College, procedures for nomination, and the timings of the presentations shall be determined by the College Council from time to time.

26. AFFILIATION OF THE COLLEGE, COLLEGE COMMITTEES WITH OTHER ORGANISATIONS

- 26.1 The College or a College committee may become affiliated with any organisation which has similar objects to those of the College, and the College or College Committee may represent itself as being affiliated with that organisation;
- 26.2 An application for affiliation of the College or a College Committee with another organization shall be considered and dealt with by the College Council, which may, in its absolute discretion, approve or refuse to approve affiliation with another organisation. The College Council may withdraw affiliation at any time in which event the College or College Committee shall no longer be entitled to represent itself as being affiliated with the other organisation;
- 26.3 The College Council may nominate a member, who should be a member of the other organisation, to be represented on the executive council, however styled, of that other organisation, with which the College or the College Council is affiliated;
- 26.4 The Executive Council may from time-to-time establish policies or recommend to the College Council the enactment of by-laws for the determination of affiliation with other organisations.

27. DOCUMENTS

- 27.1 The Executive Council shall provide for the safe custody of the books, documents, instruments of title and securities of the College.