

*Constitution*

*of*

*The Australian Anthropological  
Society Inc.*

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THE AUSTRALIAN ANTHROPOLOGICAL SOCIETY INC.



# Contents

1. Name .....	1
2. Interpretation.....	1
3. Objectives .....	1
4. Membership .....	1
5. Membership Qualifications.....	1
6. Accreditation Committee .....	2
7. Application Procedure .....	2
8. Registers.....	3
9. Fees .....	3
10. Cessation of membership.....	4
11. Members' liabilities .....	4
12. Disciplining of members.....	4
13. Executive Committee.....	4
14. Powers and duties of the Executive Committee .....	5
15. Duties of Directors.....	5
16. Election of the Executive Committee .....	6
17. Annual General Meeting and other meetings .....	6
18. Special Resolutions.....	7
19. Annual Conference .....	7
20. Publications Officer .....	8
21. Subscription .....	8
22. Affiliation.....	8
23. Funds - Source .....	9
24. Funds - Management.....	9
25. Ballots .....	9
26. Alteration of objects and rules .....	9
27. Common Seal.....	10
28. Custody of Books, etc.....	10
29. Auditor .....	10
30. Insurance .....	10
31. Winding up.....	10



## **1. Name**

The name of the Society is the 'Australian Anthropological Society Incorporated'.

## **2. Interpretation**

In these Rules, except insofar as the context of the subject-matter indicates or requires,

'the Act' means the *Associations Incorporation Act 1984 (NSW)*.

'Director' means a member of the Executive Committee of the Society

'meetings of the Society' means meetings of the Society's members and includes the persons occupying the office of President, President Elect, President Emeritus, Secretary and Treasurer.

'members' means Fellows and Ordinary Members of the Australian Anthropological Society Inc. but does not include Associate members of the Society;

'the Society' means the Australian Anthropological Society Inc.;

'subscribers' means persons who, in accordance with Rule 21, have subscribed to the Society's newsletter.

## **3. Objectives**

The Society represents the profession of anthropology in Australia. The objectives of the Society are:

- a) to advance anthropology as a professional discipline grounded in the systematic pursuit of knowledge and to promote its responsible use in the service of humankind;
- b) to promote professional training and practice in anthropology.

## **4. Membership**

- 4.1 Membership of the Society shall be made up of (a) Ordinary Members and (b) Fellows.
- 4.2 The rights, privileges and obligations of members of the society are not transferable.
- 4.3 Members may attend all meetings of the Society, vote in all ballots of the Society, and shall receive all notices of the Society.
- 4.4 Persons may be admitted as Associate Members of the Society under Rule 5.3. Associate members may attend all meetings of the Society and shall receive all notices of the Society, but shall not vote in elections and ballots of the Society.

## **5. Membership Qualifications**

- 5.1 Ordinary Membership shall be open to those persons who have completed an honours degree in anthropology or have equivalent qualifications in a cognate discipline.

- 5.2 Persons who are Ordinary Members of the Society shall be eligible for admission as Fellows if they satisfy one or other of the following criteria:
- a) they have successfully completed a recognized university postgraduate research degree in anthropology; or
  - b) they have engaged in substantial research, teaching, writing or other professional activities in the discipline of anthropology which are equivalent to the qualifications set out in Rule 5.2(a).
- 5.3 Associate Membership of the Society shall be open to those persons whose qualifications do not entitle them to be Ordinary Members of the Society, but who have an interest in the discipline of anthropology and wish to assist in furthering the aims of the Society.
- 5.4 The Annual General Meeting may confer the title of Honorary Life Member on any person, in recognition of that person's eminence in and contribution to the profession. That person shall thereafter be exempt from payment of all fees but shall enjoy all the entitlements of a Fellow of the Society.

## **6. Accreditation Committee**

- 6.1 The Accreditation Committee shall consist of three Fellows of the Society, appointed by the Executive Committee.
- 6.2 No member of the Accreditation Committee may simultaneously be a member of the Executive Committee.
- 6.3 Each member of the Accreditation Committee shall, subject to these Rules, hold office for no more than three consecutive years following their appointment, in which case the member is not eligible for re-appointment.
- 6.4 In the event of a casual vacancy occurring in the membership of the Accreditation Committee, the Executive Committee shall appoint a replacement to fill the vacancy. The member so appointed shall hold office in accordance with these Rules.
- 6.5 A casual vacancy on the Accreditation Committee shall occur if any member - (a) dies; (b) resigns from membership.
- 6.6 The Accreditation Committee shall use their best endeavours to consider applications for membership of the Society as expeditiously as possible, such that no application for membership shall remain unconsidered for more than three months.

## **7. Application Procedure**

- 7.1 Those persons applying for membership of the Society shall submit a duly completed application form, together with a curriculum vitae, to the Society.
- 7.2 The application shall be considered by the Accreditation Committee at its first meeting following receipt of the application.
- 7.3 The Accreditation Committee may request that an applicant provide additional information or documentation.

- 7.4 When the Accreditation Committee has reached a decision on an application, it shall immediately inform the Secretary, who in turn shall inform the applicant of the decision as soon as possible.
- 7.5 The Accreditation Committee may inform the Secretary that an applicant is eligible for admission as Fellow of the Society.
- 7.6 Those persons applying to be Associate Members of the Society shall have their applications considered by the Executive Committee.

## **8. Registers**

- 8.1 The Secretary of the Society shall establish and maintain a Register of Members of the Society specifying the name and address of each person who is a member of the Society together with the date on which the person became a member.
- 8.2 The Register of Members shall be in the possession or custody of the Secretary and be open for inspection, free of charge, by any member of the Society at any reasonable hour.
- 8.3 The Register of Members shall specify whether the member is an Ordinary Member or a Fellow. The Register of members shall also include a list of Associate Members of the Society.
- 8.4 The Secretary of the Society shall establish and maintain a Register of Directors of the Society specifying the name and address of each person who is a Director together with the date on which the person became a Director.
- 8.5 The Register of Directors must record any change in the composition of the membership of the Executive Committee within one month after the change occurs and must indicate which positions on the Executive Committee fall vacant in each calendar year.
- 8.6 The Secretary of the Society shall establish a Register of Subscribers to the Society's newsletter.

## **9. Fees**

- 9.1 Each Fellow and Ordinary Member shall, upon admission as Fellow or Ordinary Member of the Society, pay an admission fee.
- 9.2 In addition, a Fellow or Ordinary Member of the Society shall pay an annual fee which is due on 1 July in each calendar year.
- 9.3 A Fellow or Ordinary Member of the Society who becomes a member of the Society after 1 July in any calendar year shall pay the annual fee on becoming a member and on 1 July in each succeeding calendar year.
- 9.4 The admission fee and annual fee shall be determined either at the Annual General Meeting or by a ballot conducted according to the procedures set out in Rule 25. The fees so determined become effective from 1 July in the following calendar year.

## **10. Cessation of membership**

- 10.1 If a Fellow or Ordinary Member shall fail to pay the annual fee for any calendar year before 30 June in the year following the year in which the fee became due, his or her membership of the Society shall be deemed to have lapsed and shall terminate.
- 10.2 A Fellow or Ordinary Member who has not paid the annual fee for more than two consecutive calendar years shall be re-admitted to the Society on payment of the appropriate admission fee and annual fee for the current calendar year.

## **11. Members' liabilities**

The liability of a Fellow or Ordinary Member of the Society 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, unpaid by the Fellow or Ordinary Member in respect of membership of the Society required by Rule 9.

## **12. Disciplining of members**

The society has no procedures for the disciplining of its Members.

## **13. Executive Committee**

- 13.1 The Executive Committee shall consist of seven persons known as Directors who shall each occupy one of the following seven positions: (a) President; (b) President Elect; (c) President Emeritus; (d) Secretary; (e) Treasurer; and (f) ordinary Director (two positions).
- 13.2 Only Fellows of the Society are eligible for election as President Elect. Only Fellows may hold office as President, President Elect and President Emeritus of the Society. All members of the Society are eligible for election, and may hold office, as the Secretary, Treasurer and ordinary Directors of the Society.
- 13.3 The office of President Elect will be occupied by the person elected as President Elect for one year only. Upon the conclusion of the person's term as President Elect, that person will occupy the office of President for one year only.
- 13.4 The office of President will be occupied for a term of one year by the person elected as President Elect in the election conducted in the previous year. Upon the conclusion of the President's term, that person will then occupy the office of President Emeritus for one year only.
- 13.5 For the avoidance of any doubt, the effect of Rules 13.2 and 13.3 is that the person elected as President Elect will hold office as a Director for a term of three years: in the first year as President Elect, in the second year as President, and in the third year as President Emeritus.
- 13.6 The office of Treasurer will be occupied by a person elected as a Director for a term of two years duration.
- 13.7 The office of Secretary will be occupied by a person elected as Director for a term of two years duration.
- 13.8 The two ordinary Directors will occupy their offices for a term of three years duration.

- 13.9 Directors shall be elected by a ballot conducted in accordance with the procedures set out in Rules 16 and 25.
- 13.10 Any Director completing his or her term on the Executive Committee is eligible for re-election.
- 13.11 In the event of a casual vacancy occurring in the membership of the Executive Committee an election by ballot conducted according to the procedures set out in Rule 25 shall be held within one month to fill the particular position which has fallen vacant.
- 13.12 A casual vacancy on the Executive Committee shall occur if any Director -
  - a) dies;
  - b) resigns from his or her Directorship

#### **14. Powers and duties of the Executive Committee**

- 14.1 The Executive Committee is charged with the conduct of the Society's affairs between Annual General Meetings.
- 14.2 The Executive Committee may authorize the President, or some other of its Directors, to represent the Society on any issues affecting the attainment of the Society's objectives.
- 14.3 The Executive Committee shall, either on its own initiative, or on petition of ten or more Members, conduct ballots on matters of concern to the Society according to procedures set out in Rule 25.
- 14.4 The Executive Committee may establish ad hoc committees to assist it in its work and shall co-ordinate the activities of those committees.
- 14.5 The Executive Committee shall meet at least every three months.
- 14.6 The President or, in the absence of the President, the President Elect, shall convene Executive Committee meetings.
- 14.7 The quorum for an Executive Committee meeting shall be three Directors.
- 14.8 Voting at Executive Committee meetings shall be by simple majority of the Directors at the meeting. In the event of a tied vote, the convenor of the meeting (under Rule 14.6) shall have a casting vote.
- 14.9 The Executive Committee shall circulate an Annual Report prior to the Annual General Meeting for consideration at the Annual General Meeting.

#### **15. Duties of Directors**

- 15.1 The President shall preside over meetings of the Executive Committee and over general meetings of the Society.
- 15.2 The President Elect shall act in place of the President in the absence of the President.
- 15.3 The Secretary shall -
  - a) maintain a Register of Members, a Register of Directors and a Register of Subscribers;
  - b) attend to the Society's correspondence;

- c) keep minutes of all Executive Committee meetings and general meetings of the Society;
- d) receive reports from the committees and affiliates of the Society; and
- e) conduct ballots.

15.4 The Treasurer shall -

- a) operate a bank account in the Society's name;
- b) collect admission fees and annual fees from Members, and subscriptions from other individuals and institutions;
- c) pay accounts promptly;
- d) present to the Annual General Meeting an audited statement of receipts and expenditures and a balance sheet.

**16. Election of the Executive Committee**

16.1 An election will be held each calendar year, within the period specified in Rule 16.5, in respect of those positions on the Executive Committee which fall vacant in that calendar year.

16.2 Subject to the occurrence of a casual vacancy (as defined in Rule 13.12), elections will be held for the seven Directors positions on the Executive Committee with the following frequency:

- (a) President Elect — annually.
- (b) Treasurer — every two years.
- (c) Secretary — every two years.
- (d) The two Ordinary Directors — every three years.

16.3 Nominations for positions on the Executive Committee shall be made on a prescribed form, duly signed by the nominator and a person who seconds the nomination.

16.4 Duly completed nomination forms shall reach the Secretary no later than 1 July in any calendar year.

16.5 The Secretary shall ensure that a ballot is conducted in accordance with Rule 25 no later than 15 July and ballots are returnable to the Secretary no later than 15 August in that calendar year.

16.6 Results of the ballots shall be announced at the Annual General Meeting

**17. Annual General Meeting and other meetings**

17.1 The Annual General Meeting shall be held in conjunction with the Annual Conference. In the event that no Annual Conference is held, the Annual General Meeting shall be held during the August University break.

17.2 The Annual General Meeting shall -

- a) confirm the minutes of the last preceding Annual General Meeting and any other general meetings held since that Meeting;
- b) Receive from the Executive Committee reports upon the activities of the Society during the last preceding financial year.

- c) receive and consider reports setting out the income and expenditure of the Society during the preceding financial year.
- 17.3 The Annual General Meeting shall be open to all members of the Society. Associate members may attend the Annual General Meeting. Associate Members are not entitled to vote at any meeting of the Society.
- 17.4 The Annual General Meeting shall decide matters of policy for the Society and shall set the overall agenda for the coming year.
- 17.5 The Annual General Meeting shall decide the venue and time for the next Annual Conference, elect a Conference Committee to organize and conduct that Conference and select a provisional venue for the subsequent Conference.
- 17.6 Other general meetings may be convened from time to time by the Executive Committee or by written request from no fewer than twenty-five Members. No less than fourteen days and no more than twenty-eight days' notice in writing shall be given for such meetings.
- 17.7 A quorum for any general meeting shall be twenty-five members, or one fifth of the total number of members, whichever is the less.
- 17.8 There shall be no provision for proxy votes at general meetings.
- 17.9 Voting at general meetings shall be by simple majority of those present.

## **18. Special Resolutions**

A resolution of the Society is a special resolution if -

- a) it is passed by a majority which comprises no less than three-quarters of such members of the society as, being entitled under these rules to do, vote in person at a general meeting of which not less than twenty one days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

## **19. Annual Conference**

- 19.1 A major activity of the society shall be to hold an Annual Conference at which scholarly papers shall be presented and discussed and other appropriate scholarly activities conducted. Any person, upon payment of a prescribed registration fee, may attend and participate in the Conference.
- 19.2 The Annual General Meeting shall elect a Conference Committee to organize and conduct the next Annual Conference.
- 19.3 A member of the Society shall be eligible for election to the Conference Committee, provided that they are chosen from among those members residing in the city where the next Annual Conference is to be held.
- 19.4 The officers of the Conference Committee shall be:
  - a) Convener
  - b) Conference Secretary

c) Conference Finance Officer

They shall hold office until the end of the next Annual General Meeting following the date of their election.

19.5 The Convener shall be responsible for the overall organization of the Annual Conference.

19.6 The Conference Secretary shall deal with all correspondence pertaining to the organization and conduct of the Annual Conference.

19.7 The Conference Finance Officer shall receive and expend monies pertaining to the organization and conduct of the Annual Conference. A true and accurate account of all such receipts and expenditures shall be kept by the Conference Finance Officer and on expiry of his or her term of office, shall be handed to the Treasurer.

**20. Publications Officer**

20.1 The Publications Officer shall be responsible for the publication of a Newsletter at least four times a year, and for the publication of such other material as may be produced from time to time.

20.2 The Publications Officer shall be a Fellow of the Society, appointed by the Executive Committee.

**21. Subscription**

Upon payment of the prescribed annual subscription, institutions and individuals may become subscribers to the newsletter.

**22. Affiliation**

22.1 Cognate and specialist organizations whose objectives are congruent with those of the Society may apply for affiliation with the Society.

22.2 Acceptance or rejection of the application shall be determined by ballot conducted in accordance with procedures set out in Rule 25.

22.3 An affiliated organization shall pay an annual capitation fee which is due on 1 July each calendar year.

22.4 An organization which becomes affiliated with the Society after 1 July in any calendar year shall pay the capitation fee on affiliation and on 1 July in each succeeding calendar year.

22.5 If an affiliated organization shall fail to pay the annual capitation fee for any calendar year before 30 June in the year following the year in which the fee became due, that organization's affiliation with the Society shall be deemed to have lapsed and shall terminate.

22.6 Upon proposal by the Executive Committee, or by any ten members through the Executive Committee, a motion to terminate the affiliation of an organization with the Society shall be put to the Society's membership by ballot conducted according to procedures set out in Rule 25.

22.7 Each year at the Annual General Meeting an affiliated organization shall present a report for the information of the Society's members.

- 22.8 The Society may seek affiliation with any organization whose objectives are congruent with those of the Society. Such affiliation shall be effected by a postal ballot conducted according to procedures set out in Rule 25.
- 22.9 Upon proposal by the Executive Committee, or by any ten members through the Executive Committee, a motion to terminate the Society's affiliation with another organization shall be put to the Society's members by ballot conducted according to procedures set out in Rule 25.

### **23. Funds - Source**

- 23.1 The funds of the Society shall be derived from admission fees, subscriptions and, subject to any resolution by an Annual General Meeting or other general meeting of the Society, such other sources as the Executive Committee determines.
- 23.2 All money received by the Society shall be deposited as soon as practicable and without deductions to the credit of the Society's bank account.
- 23.3 The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **24. Funds - Management**

- 24.1 Subject to any resolution passed by the Society at an Annual General Meeting or other general meeting, the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the Executive Committee determines.
- 24.2 The Conference Finance Officer shall operate a Society Conference bank account and all cheques and other negotiable instruments shall be signed by the Conference Finance Officer and one other member of the Conference Committee.
- 24.3 All transactions on the Society's bank accounts shall be conducted by the Treasurer, including signing cheques and negotiable instruments, following authorization of those transactions by means agreed to at an Executive Committee meeting.

### **25. Ballots**

- 25.1 Subject to these Rules, the Secretary shall ensure that a ballot is conducted amongst members of the Society, either by secure electronic means made available on the Society's website, or by postal ballot where this is not feasible, within twenty-eight days of the Executive Committee's determination that a ballot should be held.
- 25.2 The subject and purpose of the ballot shall be clearly stated, and members shall have a period of twenty-eight days over which the ballot will be conducted to return their votes to the Secretary.
- 25.3 Provided that valid votes have been cast by no fewer than eighty members, or twenty percent of the membership (whichever is the smaller), the outcome of the ballot shall be decided by a simple majority of those voting.
- 25.4 The Secretary shall convey the outcome of the ballot to the members as soon as practicable.

### **26. Alteration of objects and rules**

- 26.1 The objects and rules of the Society may be amended only by special resolution.

- 26.2 Amendments may be proposed by requisition in writing by the Executive Committee or by any ten members through the Executive Committee.
- 26.3 (a) Upon receipt of such a requisition the secretary shall set in motion Rule 18(a), if it is practicable to call a general meeting no sooner than twenty one days and no later than forty two days from the time of requisition; or
- (b) in the event that this is not practicable the secretary shall request permission from the Corporate Affairs Commission to conduct a ballot of members on the proposed resolution.
- i) The secretary shall, upon receiving permission from the Commission to conduct a ballot, ensure that it is conducted within twenty-eight days.
- ii) The ballots shall state clearly that the proposal is for amendment of the objects or rules of the society, and shall be returnable to the Secretary not less than twenty-one days or more than forty-two days after the date of mailing.
- iii) Provided that valid votes have been cast by no fewer than eighty members, or twenty percent of the membership (whichever is the smaller), the amendment shall be deemed to have passed if three quarters of those voting are in favour of the proposed amendment.

## **27. Common Seal**

- 27.1 The common seal of the Society shall be kept in the custody of the Public Officer.
- 27.2 The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures either of two Directors or by the signatures of one Director and the Public Officer.

## **28. Custody of Books, etc.**

Except as otherwise provided by these rules, the public officer shall keep in his or her custody of under his or her control all records, books and other documents relating to the society.

## **29. Auditor**

An auditor, who is not a member of the Society, shall be elected at the Annual General Meeting.

## **30. Insurance**

The Society shall effect and maintain insurance pursuant to Section 44 of the Act.

## **31. Winding up**

The Society may be dissolved or wound up and its surplus assets disposed of in accordance with the provisions of the Act.

AUSTRALIAN ANTHROPOLOGICAL SOCIETY

THE AUSTRALIAN ANTHROPOLOGICAL SOCIETY INC.  
LPO BOX 8099  
AUSTRALIAN NATIONAL UNIVERSITY, ACT, 2001  
PHONE/FAX: 9351-5489

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