

**THE AUSTRALIAN AND NEW ZEALAND
FORENSIC SCIENCE SOCIETY
INCORPORATED**



RULES OF ASSOCIATION

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1 NAME

- 1.1 The name of the association shall be The Australian and New Zealand Forensic Science Society Incorporated hereinafter referred to as "the Society".
- 1.2 The Society shall be incorporated in the State of Victoria.

2 INTERPRETATION

- 2.1 In these Rules, unless the contrary intention is expressed:
- "Act" means the Associations Incorporation Act 1981 of Victoria;
 - "Affiliated Association" means an association with which the Society affiliates with or subscribes to pursuant to Rule 4.1.11;
 - "Associate Member" means a member of the Society under Rule 8.5;
 - "Branch" means that member association, or sub-committee and its associated members, recognized by the Committee as representing the interests of the members in a State;
 - "Capitation Fees" means fees payable pursuant to rule 11;
 - "Committee" means the Committee of Management of a Branch of the Society;
 - "Delegate" means a person elected or appointed to represent a Branch or other member association, on the National Council of this Society;
 - "Financial Year" means the year ending on thirtieth of June;
 - "Full Member" means a member of the Society under rule 8.1;
 - "Honorary Member" means a member of the Society under Rule 8.3;
 - "National Executive" means a member of the Society as defined under Rule 18;
 - "Officers of the Society" means members of the Society as defined under Rule 18;
 - "Registered Member" means a member of the Society under Rule 8;
 - "Regulations" means the regulations under The Act;
 - "State" means New Zealand or a State or Territory of the Commonwealth of Australia;
 - "Student Member" means a member of the Society under Rule 8.4;
 - "Symposium" means the biennial ANZFSS International Symposium of the Forensic Sciences.

3 OBJECTS AND PURPOSES

- 3.1. The objects of the Society shall be:

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- 3.1.1. To advance the study and application of forensic sciences.
- 3.1.2. To facilitate association of, and collaboration and interchange of information between, persons who are, or have been, occupationally involved in forensic activities or in scientific investigation, or have a legitimate and bona fide interest in forensic sciences.
- 3.1.3. As a means to these ends: to organize meetings, lectures, discussions and demonstrations; to publish and circulate written material for the purpose of publicizing the activities and proceedings and projected activities and proceedings of the Society; and to adopt any other appropriate means for the advancement of the Society and of its objects.
 - 3.1.3.1. Particularly; to organize, alone or in collaboration with other bodies, a biennial symposium on the forensic sciences.
- 3.1.4. The Society shall be a non-profit association.

4 POWERS

- 4.1. The Society shall have the power to:
 - 4.1.1. Raise money by fees, subscriptions or levies and by such other methods as, from time to time, the National Executive shall deem fit.
 - 4.1.2. Manage, develop, lease, sell, convey or otherwise dispose of, either absolutely or by way of mortgage, any real or personal property of the Society, provided that any property which may be subject to trust shall be dealt with in such manner as allowed by law, having regard to such trust.
 - 4.1.3. Purchase, lease, hire and otherwise acquire any real or personal property which may be deemed necessary or convenient for all or any of the objects of the Society.
 - 4.1.4. Conduct appeals for funds and accept donations, whether of real or personal estate, and devises and bequests with the power to retain any such devises or bequests in the forms devised or bequeathed.
 - 4.1.5. Invest the monies of the Society not immediately required in such manner as may be determined by the Society and authorized by law for the investment of trust funds.
 - 4.1.6. Borrow or raise upon loan any sum or sums of money and, for the purpose of securing payment thereof, to execute or give any mortgages, promissory notes or other securities overall or any of the property of the Society as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them.

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- 4.1.7. Employ, pay and dismiss servants or agents as may be deemed necessary for furthering the objects of the Society and to define the duties of such servants or agents as it sees fit.
 - 4.1.8. Obtain licenses and permits as may be considered necessary for the lawful operation of any activities deemed to be of benefit to the Society.
 - 4.1.9. Become affiliated with or subscribe to other associations or bodies whose objects are similar to, or deemed to be of benefit to furthering the objects of the Society and, if thought fit, to withdraw or retire from any such association or body.
 - 4.1.10 To perform any other function consistent with the Objects and Purposes of the Society.
- 4.2. Each and all of the powers specified in Rule 4.1 shall be in no wise limited or restricted by reference to or inference from terms of any other clauses or subclauses of these Rules.

5 CONTROL

- 5.1. The control of the Society shall be vested in its members in Meeting and in conformity with these Rules and The Act.

6 RULES

- 6.1. The Rules of the Society shall define the existence and operations of the Society.
- 6.2. The authority of the Society provided in its Rules shall extend to, and be recognized by, all members.
- 6.3. The sources of funds for the society are as described in sections 4.1.1 and 4.1.4.
- 6.4. In accordance with the Act of Incorporation, no alteration, addition or repeal shall be made to these Rules and Purposes except:
 - 6.4.1. At an Annual General Meeting, provided that the notice of the Meeting sets out in full the proposed alteration, addition or repeal which shall have been signed by the proposer and seconder.
 - 6.4.2. At a Special Meeting called for that purpose, provided that the notice of the Meeting (minimum 21 days) sets out in full the proposed alteration, addition or repeal which shall have been signed by the proposer and the seconder.
- 6.5. Such motions, or any part thereof, shall be of no effect unless agreed to by not less than three quarters (3/4) of the member and proxies present and entitled to vote at the Meeting.

7 CODE OF ETHICS

- 7.1. The Society shall adopt a Code of Ethics.
- 7.2 All Full and Honorary members shall comply with the Code of Ethics of the Society.
- 7.3. The Code of Ethics adopted initially shall be the Code of Ethics of the association known as The Australian and New Zealand Forensic Science Society.

8 MEMBERSHIP CATEGORIES

- 8.1 A person seeking entry as a Member of the Society must satisfy the following criteria;
 - 8.1.1 Provide two referees acceptable to the Committee, one of whom is a member of the Society who can attest to employment history, forensic experience and character as relevant,
 - 8.1.2 High ethical standards and
 - 8.1.3 Demonstrate to the committee, the ability to satisfy the criteria for one of the following membership categories:
- 8.2 Full Member
 - 8.2.1 Current employment in a forensic discipline or employment related to forensic science;
 - 8.1.2 A relevant tertiary qualification or relevant forensic experience.
- 8.3 Honorary member
 - 8.3.1 A Full Member who has made an outstanding contribution to the Society over a period of time may be elected as an Honorary Member by an Annual General Meeting.
 - 8.3.2 A proposal for the election of a person as an Honorary Member shall be submitted to the Committee not less than six weeks prior to the Annual General Meeting.
- 8.4 Student Member
 - 8.4.1 Currently enrolled at a Tertiary Institution or University in an area of study and
 - 8.4.2 Demonstrate an active interest in a field of forensic science.
- 8.5 Associate member
 - 8.5.1 An active interest in a field of forensic science; or

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- 8.5.2 An individual who is, or becomes, a member of an affiliated association, under the rules of that association, provided that they satisfy the criteria prescribed by Rule 9.3, or
- 8.6 Persons elected or appointed to act in a specified capacity of the Society.

9 ADMISSION TO MEMBERSHIP

- 9.1 Each person or body granted membership or continued membership of the Society shall:
- 9.1.1 Be bound by the Rules of the Society and where a Full or Honorary member be bound by the Code of Ethics of the Society.
- 9.1.2 Become liable for such fees, levies, subscriptions and other liabilities as may be fixed by the Society.
- 9.2 Each member shall be issued with a copy of the Society's Rules and Code of Ethics.
- 9.3 At the discretion of the Committee the following items may be an immediate bar to membership;
- 9.3.1 Conviction for a crime for which the penalty available was not less than one years imprisonment,
- 9.3.2 Expulsion from any professional organization on ethical grounds,
- 9.3.3 Conviction for perjury,
- 9.3.4 Dismissal from any employment for dishonesty or corruption,
- 9.3.5 Falsification of any document supporting another persons application to join the Society,
- 9.3.6 De-registration for misconduct from any professional register, or
- 9.3.7 Any other matter of sufficient ethical seriousness as determined by the National Council.
- 9.4 Each individual or association accepted as a member of the Society shall, until all fees, levies, subscriptions and other liabilities are paid or discharged, be regarded as a non-financial member.
- 9.4.1 The Society shall have the power to prohibit a non-financial member from participating in any activity of the Society.

10 REGISTER OF MEMBERS

- 10.1. The Branch Secretary shall maintain a register of the names, addresses, and other details relevant to membership, of all Branch members.

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- 10.2. It is the responsibility of each member to ensure that personal details in the Register are accurate.
- 10.3. The Register shall be available for inspection by any member, free of charge, at any reasonable hour.
- 10.4. Each Branch or affiliate association is required to submit a Register of Members to the National Secretary annually.

11 FEES

- 11.1. The fees for each class of membership shall be such amounts as the Branch shall determine from time to time.
- 11.2. Capitation fees shall be payable to the National Branch by each State Branch for each full and student member who are financial members at the time that the fees are paid.
- 11.3. No capitation fees shall be payable for Honorary Members or an Associate Member who is a member of an Affiliated Association.
- 11.4. Capitation fees for the previous financial year shall be paid 3 months after the start of the Branches financial year.

12 MEMBERSHIP

- 12.1. Unless otherwise terminated as provided for in these Rules, membership of the Society shall be for the terms or periods as follows:
 - 12.1.1. All members shall have continuous membership from the time the Society accepts their membership until such member withdraws, resigns, is ejected, becomes un-financial as defined in 13.3 or the Affiliated Association ceases to operate.
 - 12.1.2. The National Executive of the Society shall have membership from the time of their election or appointment until the end of the Annual General Meeting of the Society held concurrently with the Forensic Science Symposium following their election or appointment.
 - 12.1.3. Persons elected or appointed to any other office or position shall have membership in accordance with the terms of their election or appointment.
 - 12.1.4. Honorary Members shall have continuous membership.
- 12.2. A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Society on payment of the membership fee under these Rules.
- 12.3. An application of a person for membership of the Society must;

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- 12.3.1 be made in writing in the form as made available by the Branch Secretary;
- 12.3.2 include the name, address details and qualifications of the candidate and any other requirement as set out in these rules,
- 12.3.3 be signed by the candidate, proposer and seconder, and
- 12.3.4 be lodged with a Branch Secretary.
- 12.4 As soon as practicable after the receipt of an application, the Branch Secretary must refer the application to the Committee.
- 12.5 The Committee must determine whether to approve or reject the application
- 12.6 If the Committee approves an application for membership, the Branch Secretary must, as soon as practicable;
 - 12.6.1 Notify the applicant in writing of the approval for membership, and
 - 12.6.2 Request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 12.7 The Branch Secretary must, within 28 days after receipt of the amounts referred to in Rule 11, enter the applicant's name in the register of members.
- 12.8 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- 12.9 If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 12.10 A right, privilege, or obligation of a person by reason of membership of the Society,
 - 12.10.1 Is not capable of being transferred or transmitted to another person; and
 - 12.10.2 Terminates upon the cessation of membership whether by death or resignation or otherwise.
- 12.11 Members fees shall be payable annually on the first day of the financial year.

13 TERMINATION OF MEMBERSHIP

- 13.1. Membership of the Society shall be terminated and, where appropriate, cause a vacancy of office, by any of the following events:
 - 13.1.1. Death.
 - 13.1.2. Resignation in writing to the Committee.

- 13.1.3 or, Under the provisions of Rule 9.3.
- 13.2. At the time of lodging a notice of resignation, any member shall, at the discretion of the Committee, remain liable for all fees, levies and subscriptions incurred up to the time the notice of resignation was received by the Society.
- 13.3 Members who have failed to pay their subscription within six months of the date when membership fees are due shall be duly notified by the Branch Secretary. Any member whose subscription remains unpaid for a further six months after notification shall cease to be a member of the Society unless the Committee otherwise determines.

14 REMOVAL FROM THE COMMITTEE

- 14.1. A person may be removed from the Committee or National Executive for failure to perform duties to the satisfaction of the Society.
- 14.2. Removal from the Committee or National Executive shall only be valid provided that:
- 14.2.1. The proposal for removal has been considered at a General Meeting of the Society.
- 14.2.2. The member concerned has been given the opportunity to put his case to the members of the Society.
- 14.2.3. The motion for removal has been agreed to by not less than two thirds (2/3) of the members present and entitled to vote at the Meeting. The member who is the subject of the proposed removal shall not be entitled to vote on the proposal.
- 14.3. Where a vacancy on the Committee or National Executive occurs the Committee or National Executive shall arrange a replacement as it deems necessary, in accordance with the Rules of the Society.
- 14.3.1. Replacements shall have membership in accordance with Rule 8.

15 PROCEDURE FOR EXPULSION / NON ACCEPTANCE OF A MEMBER

- 15.1 Subject to giving a member an opportunity to be heard or to make a written submission, the National Executive may resolve to expel, or suspend from membership for a specified period.
- 15.2 The reasons for the decision shall be communicated in writing to the member at least one calendar month before the Meeting of the National Executive at which the matter will be determined.
- 15.3 The determination of the National Executive shall be communicated to the person concerned in writing, and in the event of an adverse determination the

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person concerned shall, subject to Rule 15.4, cease to be a member 14 days after the National Executive has communicated its determination to him/her.

- 15.4 It shall be open to a member/person concerned to appeal to the Society against the expulsion. The intention to appeal shall be communicated to the Secretary of the Society within 21 days following the determination of the National Executive being communicated to the member. The appellant shall cause a statement in writing detailing the grounds of appeal and, if desired, reasons in support of the appeal, to be in the hands of the Secretary within one calendar month following the determination of the National Council to expel the member.
- 15.5 In the event of an appeal under Rule 15.4 the appellant's membership of the Society shall not be terminated unless the determination of the National Executive to expel the member is upheld by the members of the National Council after the appellant (or a person appointed by the appellant as his representative) has been heard in a National Council Meeting. In such event membership will be terminated at the date at which the determination of the National Executive is upheld.

16 NOTIFICATION

- 16.1. Any Notice or communication to a member shall be deemed to be received by that member (unless proved otherwise to the satisfaction of the Committee) when it is mailed by prepaid post to the member's address as it appears in the Register or is personally served or is sent to the members nominated email address.
- 16.2. A Notice stating the time, date and place of a General Meeting shall be sent to each member at least one (1) calendar month before the Meeting is due to take place.
- 16.3. This Notice will set out the business to be dealt with at the Meeting and no other business will be discussed except:
- 16.3.1. At an Annual General Meeting, that business required to be covered as set out in Rule 24.3 (below).
- 16.3.2. Any member who wishes to bring any other business before a General Meeting may give notice to the Secretary not less than 21 days prior to the date of the proposed Meeting. The Secretary must issue a supplementary Notice, to all members, not less than 14 days prior to the General Meeting and include this business as additional matters to be discussed at the Meeting.

17 MANAGEMENT

- 17.1. The management of the Society shall be vested in the National Executive and in conformity with these Rules.
- 17.2. In addition to Rule 17.1 above, the management of the Society shall comply with the requirements of The Act.

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- 17.3 Any 3 members of the National Executive constitute a quorum for the conduct of the business of a meeting of the executive.
- 17.4 No business may be conducted unless a quorum is present.
- 17.5 If within half an hour of the time appointed for the meeting a quorum is not present--
- 17.5.1 in the case of a special meeting--the meeting lapses;
 - 17.5.2 in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.
- 17.6 The executive may act notwithstanding any vacancy on the committee.

18 NATIONAL EXECUTIVE

- 18.1 The National Executive shall consist of the President, Vice-President, Treasurer and Secretary.
- 18.2 Officers of the Society shall consist of the National Executive, the Immediate Past President, the President (NZ) and the Public Officer.
- 18.3 Officers of the Society shall be either a Full or Honorary Member.
- 18.4 The National Executive shall be elected at Annual General Meetings of the Society and shall hold office from the time of election until the next Annual General Meeting which is held concurrently with the Forensic Science Symposium, (i.e. approximately two years, see 37).
- 18.5 The National Executive shall fill casual vacancies of office, unless 3, or more, vacancies occur in one calendar month, in which case nominations shall be called for and a ballot held if required. The ballot may be by post to all members or at a General Meeting.
- 18.6 The President (NZ) shall be the President of the New Zealand Forensic Science Society.
- 18.7 The Public Officer shall be appointed at Annual General Meetings of the Society and shall hold office as prescribed in these Rules. The Public Officer shall, in accordance with The Act be a resident of the State of Victoria.
- 18.8. The duties of the officers shall be defined under Rule 20.
- 18.9 A person will cease to be an Officer on:
- 18.9.1 Death.
 - 18.9.2 Removal from the Committee (see Rule 14).
 - 18.9.3 Resignation, in writing, to the Secretary.
 - 18.9.4 Ceasing to be a member of the Society.

- 18.10 Members of the National Executive and office bearers shall not be office bearers of their respective branch committee except in the case of the New Zealand President.

19 NATIONAL COUNCIL

- 19.1 The National Council shall consist of the following voting members:
- 19.1.1 The Officers of the Society.
 - 19.1.2 One representative from each Branch who is either the President or a member of the State Executive.
 - 19.1.3 One representative from each Sub-Committee who is either the President or a member of the Sub-Committee Executive.
- 19.2 One delegate from each Affiliate Organisation may be invited to attend.

20 DUTIES OF OFFICERS

- 20.1. The President shall act as the Chief Executive Officer of the Society:
- 20.1.1. Be the official representative of the Society at any function to which the Society is invited or requested to be represented.
 - 20.1.2. Manage and direct the day to day business of the Society and supervise the work of the Officers and Sub-Committees of the Society.
 - 20.1.3 Be the chairperson of Meetings of the Society, National Executive and National Council.
 - 20.1.4. Have the casting vote where voting is tied at a Meeting but otherwise not vote.
- 20.2. The Vice-President shall assume the powers, duties and responsibilities of the President in his absence.
- 20.3. The Secretary shall attend to the clerical and administrative work of the Society and undertake the following duties:
- 20.3.1 Arrange, as directed, all Meetings of the Society and National Executive and record and keep minutes of the proceedings of those Meetings.
 - 20.3.2. Keep proper files and records of the Society's correspondence, reports and other documents.
 - 20.3.3. Receive and distribute, within approved procedures, correspondence and reports requiring actions or decisions from members.
 - 20.3.4. Maintain as current the Register of members.

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- 20.3.5 Keep a list of affiliated associations.
- 20.4 The Treasurer shall:
 - 20.4.1 Receive, collect, hold and disburse, as approved by the National Executive, all monies, documents, notes, assets, chattels or other things which are the property of the Society and issue numbered official receipts of the Society for all monies received.
 - 20.4.2 Maintain true and accurate books and accounts of the Society and close and balance the books as at 30th day of June each year and present, by the 31st day of July following, such books and other information required for audit. The Treasurer shall present the audited balance sheet to the Annual General Meeting.
- 20.5. The obligations of the Public Officer under The Act are:
 - 20.5.1. To notify the Registrar of his appointment (except as the result of incorporation of an unincorporated association) within 14 days.
 - 20.5.2. To notify his change of address within 14 days.
 - 20.5.3. To notify alterations to these Rules within one month.
 - 20.5.4. To make application for approval of a change of name within the prescribed time.
 - 20.5.5. To lodge with the Registrar the documents required by Section 30(4) in respect of the Annual General Meeting, within one month of the date of that Meeting, or such further period as the Registrar may allow.
 - 20.5.6. To produce any book to the Registrar, or his authorized officer, on being required to do so.
 - 20.5.7. To tell the Registrar, or his authorized officer, where a book is when asked to do so.
 - 20.5.8. To refrain from hindering the Registrar or his authorized officer, whilst he is exercising his powers of inspection.
 - 20.5.9. To lodge required details with the Registrar within 14 days after the association becomes a trustee of a trust.
 - 20.5.10. To notify the Registrar, within one month of the passing of a special resolution in relation to the disposal of surplus assets on winding-up, in accordance with The Act.

21 NATIONAL COUNCIL BUSINESS

- 21.1 The business of the National Council may be conducted by mail, or telephone, or videoconference, or electronically, or by other means as deemed appropriate by the National Executive.

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- 21.2 A Meeting of the National Council shall be held as near as practicable prior to an Annual General Meeting and at other times at the discretion of the Council.
- 21.3 Voting may be by proxy.
- 21.4 Each motion or resolution shall be decided by a majority of votes, unless otherwise stated in these rules.
- 21.5 A quorum of not less than 50 percent of those entitled to vote as National Council members must be present for a Council Meeting to commence or proceed.
- 21.6 A National Council member may nominate another member of the Society to represent him or her. Such a delegation is only valid for one meeting.

22 SUB-COMMITTEES

- 22.1. The National Executive shall have the power to appoint Sub-Committees as it deems necessary.
- 22.2. Each Sub-Committee shall:
 - 22.2.1. Exist at the pleasure of the National Executive.
 - 22.2.2. Be responsible to the National Executive.
 - 22.2.3. Have such powers and duties as determined by the National Executive except the power to appoint sub-committees or alter their terms of reference.

23 ELECTIONS

- 23.1. The notice calling the Annual General Meeting shall include a call for written nominations for the positions of National Executive members whose term of office expires at the Meeting.
- 23.2. The National Executive may propose, by way of recommendation to the Annual General Meeting, the name of an individual (with that person's agreement) to any position to be filled. This proposal shall be subsequently treated as a nomination for the position.
- 23.3. Neither the proposer nor seconder of a nomination may be the nominee.
- 23.4. A nomination shall not be accepted without the nominee indicating, in writing, acceptance of the nomination.
- 23.5. If the number of nominations accepted does not exceed the number of positions vacant, the Chairperson shall:
 - 23.5.1. Give the Meeting the opportunity to propose that any or all of the nominees not be elected.

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- 23.5.2. If a resolution that any or all of the nominees not be elected is carried:
- 23.5.2.1. further nominations shall be called for from all members in writing and,
 - 23.5.2.2 A poll by mail, email or other means deemed appropriate by the National Executive, of all members arranged at the earliest convenient time to determine the election.
- 23.5.3. If no such resolution is made, declare the nominees elected.
- 23.6. If there are more nominees than vacancies for an office the election shall be determined by a vote at the Annual General Meeting.
- 23.7. In the event that two or more nominees received an equal number of votes, the Chairperson shall, if it is necessary, draw lots between the nominees to determine which of them is elected.
- 23.8. If insufficient nominations are received then the unfilled positions shall be deemed a casual vacancy and filled by the National Executive.

24 ANNUAL GENERAL MEETINGS

- 24.1 The National Executive may determine the date, time and place of the Annual General Meeting of the Society.
- 24.2 Where possible, an Annual General Meeting of the Society shall be held concurrently with, and as part of the business of, the Symposium in compliance with the Act.
- 24.3. The business of the Annual General Meeting shall include:
- 24.3.1. President's Annual Report
 - 24.3.2. Treasurer's Annual Report which shall include the audited financial statements of the Society.
 - 24.3.3. Any other Officer's Annual Report.
 - 24.3.4. Any other Sub-Committees' Annual Reports.
 - 24.3.5. Elections when required by these Articles.
 - 24.3.6. Honoraria.
 - 24.3.7. Subscriptions, fees and levies.

25 SPECIAL GENERAL MEETINGS

- 25.1. A Special Meeting may be called by the National Executive at any time and shall be called by the National Executive on the written request of 20% of the

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voting membership of the Society such a request to state the purpose for which the Special Meeting is asked. (see also rule 16 Notification)

- 25.2. If the National Executive does not call such a Meeting within one month of the request then a member, who was party to the request, may do so, the Meeting shall be held not more than three months after the date of original request and shall be run as close as possible to the guidelines for other General Meetings . The members organizing the Meeting shall be reimbursed by the Society for all reasonable expenses incurred in convening the Meeting. In this instance reasonable expenses shall not include travel or accommodation.

26 QUORUM

- 26.1. A quorum of members and proxies shall be present for a General Meeting to commence or continue.
- 26.2. A quorum for General meetings shall occur when not less than 30 members are present or 30 percent of the allocated votes can be cast, whichever is the lesser.

27 PROXIES

- 27.1. An individual member, or National Council member, who cannot attend a Meeting may authorize in writing another member to cast his/her vote at that Meeting.
- 27.2. This authority may be specific or general.
- 27.3. Details of the proxy votes must be registered with the Secretary prior to the start of the meeting, recorded in the minutes of the meeting and the originals retained.

28 VOTING

- 28.1. Full members, Honorary members, Student members and the Public Officer shall be entitled to vote at Meetings.
- 28.2. No member shall have more than one vote on a motion.
- 28.3. Voting shall be by show of hands, unless a division or a ballot is requested by any member.
- 28.4. Each motion or resolution shall be decided by a majority of votes, unless otherwise specified in these rules.
- 28.5. The President shall not vote except to make the casting vote if the vote is tied.

29 FINANCE AND PROPERTY

- 29.1. All funds and property of the Society shall be kept or secured in a manner approved by the National Executive and consistent with the objects of the Society.
- 29.2. The National Executive shall cause true accounts to be kept of all monies received and expended, and of matters in respect of all property, assets, contracts and liabilities.
- 29.3. All accounts due by the Society shall be passed for payment by the National Executive.
- 29.4. A statement of the financial position of the Society shall be made available to each Meeting of the National Executive.
- 29.5. An annual statement of Income and Expenditure and a Balance Sheet of Assets and Liabilities, together with the Auditor's report, shall be presented to each Annual General Meeting.
- 29.6. Any member of the National Executive, National Council, Committee or sub-committee who has any direct or indirect pecuniary interest in the Society shall comply with the requirements of the Act.
- 29.7. No member shall gain any financial benefit from the Society, except:
- 29.7.1 remuneration in return for services rendered, or goods supplied, to the Society.
- 29.7.2 a reasonable and proper rent for premises let to the Society.
- 29.8. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two officers of the Society.
- 29.9. All books and documents of the Society shall be available for inspection by any member, free of charge, at any reasonable hour.

30 FINANCIAL YEAR

- 30.1. The financial year of the Society shall commence on the first day of July each year and end on the thirtieth day of June the following year.

31 AUDITOR

- 31.1. The National Executive shall appoint one or more auditors.
- 31.2. An auditor shall not be a member of the National Executive.
- 31.3. An auditor may be paid or honorary.

32 BRANCHES

- 32.1 Each Branch must be incorporated in their respective State or Country.
- 32.2 Each Branch shall hold a minimum of four (4) meetings per year.
- 32.3 Membership fees may be set at the discretion of the respective Branch Committee.
- 32.4 The minimum number of members required to form a local Branch is 5.

33 COMMON SEAL

- 33.1. The Society shall have a Common Seal which shall be kept in the custody of the President.
- 33.2. The Common Seal shall be used only by the President of the Society when authorized by the Committee.
- 33.3. Any deed, instrument or document upon which the Common Seal is used shall be signed by the President and countersigned by another Officer of the Society.
- 33.4. The Secretary shall keep a record of all such deeds, instruments or documents upon which the Society's Common Seal has been affixed.

34 DISBANDMENT

- 34.1. The Society shall not disband unless with the consent of three fourths (3/4) of its members.
- 34.2. A motion to disband the Society, signed by the proposer and seconder, shall be submitted in writing to an Annual General Meeting or included with a request for a Special General Meeting.
- 34.3. If the motion to disband the Society is carried by the necessary majority, the Meeting shall:
 - 34.3.1. Determine the date on which the disbandment becomes effective.
 - 34.3.2. Determine the disbursement of the Society's property, books and monies.
 - 34.3.3. Appoint a Wind-up Committee of three members, one of whom shall be the Public Officer, to wind up the affairs of the Society.
- 34.4. The Wind-up Committee appointed to wind up the affairs of the Society shall:
 - 34.4.1. From the date the disbandment becomes effective, take control of the Society's property, books and monies.
 - 34.4.2. Request in writing and/or, if appropriate, publish by Public Notice, in "The Australian" newspaper, that any member, person or body

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holding any monies or property of the Society to forthwith deliver such monies or property to the control of the Wind-up Committee.

- 34.4.3. Request in writing and/or, if appropriate, publish by Public Notice that any creditor lodge within a specified time, proof of the Society's indebtedness.
- 34.4.4. Where appropriate, liquidate any property or equipment of the Society.
- 34.4.5. Pay, from the Society's funds, the costs incurred with the winding up of the Society and any other debts of the Society.
- 34.4.6. Disburse the Society's property, books or monies in the manner determined by the Meeting, which resolved to disband the Society.
- 34.4.7. Within one calendar month of the completion of disbursement, provide to each person or body who was a member of the Society at the time disbandment was resolved, a statement which describes in full the nature, amounts and recipients of all disbursements, together with details of the liquidation of the Society's assets, the costs incurred in winding up the Society and the discharge of the Society's liabilities.

35 INDEMNITY

- 35.1. No member of the Society shall have any claim against the Society.
- 35.2. The Society may, as it sees fit, indemnify any member against any losses which such member may incur by reason of any act done bona fide by such member in the discharge of any duty relating to that member's authority except where such loss is brought about by the member's own dishonesty, criminal offence or negligence, as determined by legal process or by the National Executive.

36 PATRON

- 36.1. The Society may elect a person of eminence as Patron, with the prior agreement of this person.
- 36.2. The election shall be at an AGM and patronage shall continue until the next AGM held concurrently with the Forensic Science Symposium. The Patron may be re-elected for an unlimited number of terms.
 - 36.2.1. Patronage by an individual shall cease with:
 - 36.2.1.1. A resolution at a General Meeting,
 - 36.2.1.2. Resignation, in writing, by the Patron.
 - 36.2.1.3. Death of the Patron.

37 SYMPOSIUM

- 37.1 The Symposium will be held biennially.
- 37.2 The Symposium shall be organised a by a Symposium Organising Committee which will be deemed to be a sub-Committee of the National Council.
- 37.3 25% of the Symposium profit, if any, shall be returned to the host Branch.
- 37.4 Any loss shall be borne by the Society.
- 37.5 The Society shall meet the reasonable expenses (including travel and accommodation) of the National Executive to enable them to attend the Symposium and any General Meeting.
- 37.6 All members of the Society shall be entitled to attend the Symposium at a reduced rate.
- 37.7 The Symposium shall be open to all members, invited guests and international visitors, subject to the approval of the Symposium Organising Committee.

38 DISPUTES AND MEDIATION

- 38.1 The grievance procedure set out in this rule applies to disputes under these Rules between-
- 38.1.1 a member and another member; or
 - 38.1.2 a member and the Society.
- 38.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 38.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 38.4 The mediator must be-
- 38.4.1 a person chosen by agreement between the parties; or
 - 38.4.2 in the absence of agreement-
 - 38.4.2.1 in the case of a dispute between a member and another member, a person appointed by the committee of the Society; or
 - 38.4.2.2 in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 38.5 A member of the Society can be a mediator.

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- 38.6 The mediator cannot be a member who is a party to the dispute.
- 38.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 38.8 The mediator, in conducting the mediation, must--
- 38.8.1 give the parties to the mediation process every reasonable opportunity to be heard; and
 - 38.8.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 38.8.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 38.9 The mediator must not determine the dispute.
- 38.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.