

CONSTITUTION



(As adopted by Special Resolution at a General Meeting of members at Geelong, 9 February 1999 and amended Sydney, 23 July 2002, and Gold Coast, 31 May 2004)

PART I

PRELIMINARY

INTERPRETATION

1.
 - (1) In these rules, except in so far as the context or subject matter otherwise indicates or requires
“secretary” means
 - (a) the person holding office under these rules as secretary of the association; or
 - (b) where no such person holds that office - the public officer of the association;
- “special general meeting” means a general meeting of the association other than biennial general meeting.
- (2) In these rules
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act, 1987 (NSW) apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II

NAME AND AIMS OF THE SOCIETY

NAME

2. The name of this organization shall be the Australasian Society for Ecotoxicology (ASE).

AIMS

3.
 - (1) To advance the science of ecotoxicology as it relates to environmental protection and management. Ecotoxicology is a multidisciplinary field of study that deals with the environmental effects of natural and synthetic chemicals in the biosphere. The field of ecotoxicology includes concepts arising from disciplines such as toxicology,

biology, analytical, environmental and organic chemistry, physiology, ecology, genetics, microbiology, biochemistry, immunology, molecular biology, soil, water and air sciences, and economics.

- (2) To promote education, research, and the application of knowledge in ecotoxicology for the development of ecologically acceptable principles and the practice of environmental protection and management.
- (3) To provide for the transfer and dissemination of information on ecotoxicological issues via workshops, seminars, lectures, conferences and the production of a periodical and such other publications as may be appropriate from time to time.
- (4) To provide a forum for communication among professionals in industry, commerce, government and research and teaching organizations, concerned with the application of the principles and practices of ecotoxicology for the protection of the environment and the benefit of the community.
- (5) To collaborate as appropriate with other societies having similar purposes on a national and international basis to further the aims embodied here.

PART III

MEMBERSHIP

TYPES OF MEMBERSHIP

4. The membership of the Society shall be divided into the following classes:

- (1) Members
- (2) Student Members
- (3) Honorary Life Members
- (4) Sustaining Members

MEMBERSHIP QUALIFICATIONS

5.
 - (1) A member is
 - a person who shares the stated purpose of the Society;
 - and will normally be
 - a qualified professional engaged in work related to ecotoxicology or associated areas.

- (2) A student member is:
- a person who is pursuing a course of study acceptable to the Council.
- (3) An honorary life member is:
- a person whom the Council deems to have rendered distinguished service to the science of ecotoxicology for a substantial period. Details of conditions for acceptance of nominations for honorary life member are in Appendix 3.
- (4) A sustaining member is:
- a business or public organization which wishes to assist in fostering the aims of the Society.

Sustaining members will enjoy such rights and privileges as are determined by the Council from time to time.

NOMINATION FOR MEMBERSHIP

- 6.
- (1) A nomination of a person for membership of the Society
- (a) shall be made and seconded by members of the Society in writing in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the secretary of the Society.
- (2) As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the membership committee which shall determine whether to approve or to reject the nomination.
- (3) Where the membership committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the association.

CESSATION OF MEMBERSHIP

- 7.
- A person ceases to be a member of the association if the person —
- (a) dies;
 - (b) resigns that membership; or
 - (c) is expelled from the association.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 8.
- A right, privilege or obligation which a person has by reason of being a member of the association —
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

RESIGNATION OF MEMBERSHIP

- 9.
- (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Society who has paid all amounts payable by the member to the Society in respect of the member's membership may resign from membership of the Society by first giving notice (being not less than 1 month or not less than such other period as the membership committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a member of the Society ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

REGISTER OF MEMBERS

- 10.
- (1) The public officer 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.
- (2) The register of members shall be kept at the principal place of administration of the Society and shall be open for inspection, free of charge, by any member of the Society at any reasonable hour.

FEES, SUBSCRIPTIONS ETC

11.

- (1) A member of the Society shall, upon admission of membership, pay to the Society a fee of \$1 or, where some other amount is determined by the membership committee, of the other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the Society shall pay to the Society an annual membership fee of \$2, or where some other amount is determined by the membership committee, of that other amount -
 - (a) except as provided by paragraph (b), before 1st July in each calendar year; or
 - (b) where the member becomes a member on or after 1st July in any calendar year - upon becoming a member and before 1st July in each succeeding calendar year.

MEMBERS' LIABILITIES

12.

The liability of a member of the Society to contribute towards- the payment of the debts and liabilities of the Society or the cost, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society as required by rule 11.

RESOLUTION OF INTERNAL DISPUTES

13.

Disputes between members (in their capacity as members) of the Society, and disputes between members and the Society, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act, 1983.

DISCIPLINING OF MEMBERS

14.

- (1) Where the Council is of the opinion that a member of the Society -
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Society, the Council may, by resolution -
 - (c) expel the member from the Society; or
 - (d) suspend the member from membership of the Society for a specified period.

- (2) A resolution of the Council under clause (1) is of no effect unless the Council, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the Council passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
 - (a) setting out the resolution of the Council and the grounds on which it is based;
 - (b) stating that the member may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following;
 - (i) attend and speak at that meeting;
 - (ii) submit to the Council at or prior to the date of that meeting written representations relating to the resolution.
- (4) At a meeting of the Council held as referred to in clause (3), the Council shall -
 - (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the Council by the member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the Council confirms a resolution under clause (4), the secretary shall, within 7 days after the confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 15.
- (6) A resolution confirmed by the Council under clause (4) does not take effect -
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where within that period the member exercises the right of appeal, unless and until the Society confirms the resolution pursuant to rule 15(4).

RIGHT OF APPEAL OF DISCIPLINED MEMBER

15.

- (1) A member may appeal to the Society in general meeting against a resolution of the Council which is confirmed under rule 14(4), within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the Council which shall convene a general meeting of the Society to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the Society convened under clause (2) —
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the Council and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the Society passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART IV

THE COUNCIL

POWERS, ETC. OF COUNCIL

16.

The Council shall be called the Council of Management of the Society and, subject to these rules and to any resolution passed by the Society in general meeting —

- (a) shall control and manage the affairs of the Society;
- (b) may exercise all such functions as may be exercised by the Society other than those functions that are required by these rules to be exercised by a general meeting of members of the Society; and
- (c) has power to perform all such acts and do all such things as appear to the Council to be necessary or desirable for the proper management of the affairs of the Society.

CONSTITUTION AND MEMBERSHIP

17

- (1) Members of Council shall be elected at a biennial general meeting of the Society pursuant to rule 18.
- (2) Council shall consist of -
 - (a) the office-bearers of the Society;
 - (b) ordinary members being representatives of members resident in each Australian state or territory, and additional geographic areas as the Council may determine;
 - (c) an ordinary member being a representative of student members, and
 - (d) newsletter editor
- (3) The office-bearers of the Society shall be —
 - (a) the president;
 - (b) two vice-presidents;
 - (c) the treasurer;
 - (d) the editor in chief;
 - (e) the chair, membership committee; and
 - (f) the secretary.
- (4) Each member of the Council shall, subject to these rules, hold office until the conclusion of the biennial general meeting following the date of the member's election, but is eligible for re-election.
- (5) In the event of a casual vacancy occurring in the membership of the Council, the Council may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the biennial general meeting next following the date of the appointment.

ELECTION OF MEMBERS

18.

- (1) Nominations of candidates for election as officebearers of the Society or as ordinary members of the Council —
 - (a) shall be made in writing, signed by 2 members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the secretary of the Society not less than 7 days before the date fixed for the holding of the biennial general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the Council, the candidates

nominated shall be deemed to be elected and further nominations shall be received at the biennial general meeting.

- (3) If insufficient further nominations are received, any vacant positions remaining on the Council shall be deemed to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of office-bearers and ordinary members of the Council shall be conducted at the biennial general meeting in such usual and proper manner as the Council may direct.
- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

SECRETARY

19.

- (1) The secretary of the Society shall, as soon as practicable after being appointed as secretary, lodge notice with the Society of his or her address.
- (2) It is the duty of the secretary to keep minutes of -
 - (a) all appointments of office-bearers and members of the Council;
 - (b) the names of members of the Council present at a Council meeting or a general meeting; and
 - (c) all proceedings at Council meetings and general meetings
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

TREASURER

20

- (1) It is the duty of the treasurer of the Society to ensure that-

- (a) all money due to the Society is collected and received and that all payments authorised by the Society are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Society including full details of all receipts and expenditure connected with the activities of the Society.

CASUAL VACANCIES

21.

- (1) For the purpose of these rules, a casual vacancy in the office of a member of the Council occurs if the member —
 - (a) dies;
 - (b) ceases to be a member of the Society;
 - (c) becomes an insolvent under administration within the meaning of Corporations Law;
 - (d) resigns office by notice in writing given to the secretary;
 - (e) is removed from office under rule 22;
 - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (g) is absent without the consent of the Council from all meetings of the Council held during a period of 6 months.

REMOVAL OF MEMBER

22.

- (1) The Society in a general meeting may by resolution remove any member of the Council from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of the Council to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Society, the secretary or the president may send a copy of the representations to each member of the Society or, If the representations are not so sent, the member is entitled to require that the representation be read out at the meeting at which the resolution is considered.

MEETINGS AND QUORUM

23.

- (1) The Council shall meet at least 3 times in each period of 12 months at such place and time as the Council may determine.
- (2) Additional meetings of the Council may be convened by the president or by any member of the Council.
- (3) Oral or written notice of a meeting of the Council shall be given by the secretary to each member of the Council at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Council) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Council members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the Council constitute a quorum for the transaction of the business of a meeting of the Council.
- (6) No business shall be transacted by the Council unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the Council-
 - (a) the president or, in the president's absence, a vice-president, shall preside; or
 - (b) if the president and a vice-president are absent or unwilling to act such one of the remaining members of the Council as may be chosen by the members present at the meeting shall preside.

DELEGATION BY COUNCIL TO SUB-COMMITTEE

24.

- (1) The Council may, by instrument in writing, delegate to one or more sub committees

(consisting of such member or members of the Society as the Council thinks fit) the exercise of such of the functions of the Council as are specified in the instrument, other than —

- (a) this power of delegation; and
 - (b) a function which is a duty imposed on the Council by any law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
 - (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
 - (4) Notwithstanding any delegation under this rule, the Council may continue to exercise any function delegated.
 - (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Council.
 - (6) The Council may, by instrument in writing, revoke wholly or in part any delegation under this rule.
 - (7) A sub-committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

25.

- (1) Questions arising at a meeting of the Council or of any sub-committee appointed by the Council shall be determined by a majority of the votes of members of the Council or sub committee present at the meeting.
- (2) Each member present at a meeting of the Council or of any sub-committee appointed by the Council (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

- (3) Subject to rule 23(5), the Council may act notwithstanding any vacancy on the Council.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Council or by a sub committee appointed by the Council, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Council or sub-committee.

PART V

GENERAL MEETINGS

BIENNIAL GENERAL MEETINGS —

HOLDINGS OF

26.

- (1) With the exception of the inaugural general meeting of the Society, the Society shall, at least once in a period of two consecutive calendar years convene a biennial general meeting of its members, such meeting to be held in conjunction with a scientific conference convened by the Society either solely or jointly with one or more scientific organisations.

BIENNIAL GENERAL MEETINGS —

CALLING OF AND BUSINESS AT

27.

- (1) The biennial general meeting of the Society shall, subject to rule 26, be convened on such date and at such place and time as the Council thinks fit.
- (2) In addition to any other business which may be transacted at a biennial general meeting, the business of an biennial general meeting shall be -
 - (a) to confirm the minutes of the last preceding biennial general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the Council reports upon the activities of the Society during the period since the last preceding biennial general meeting;
 - (c) to elect office-bearers of the Society and ordinary members of the Council.
- (3) A biennial general meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS — CALLING OF

28.

- (1) The Council may, whenever it thinks fit, convene a special general meeting of the Society.
- (2) The Council shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of the Society.
- (3) A requisition of members for a special general meeting —
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisition;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by the member's requisition.
- (4) If the Council fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Council and any member who thereby incurs expense is entitled to be reimbursed by the Society for any expense so incurred.

NOTICE

29.

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the secretary shall, at least 21 days before the date fixed for

the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1), specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an biennial general meeting, business which may be transacted pursuant to rule 27(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

PROCEDURE

30.

- (1) No item of meeting business shall be transacted at a general meeting unless a quorum of members entitled under these rules to present during the time the meeting is considering that item is present.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the request of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of meeting, the members present (being not less than 3) shall constitute a quorum.

PRESIDING MEMBER

31.

- (1) The president or, in the president's absence, a vice-president, shall preside as chairperson at each general meeting of the Society.
- (2) If the president and a vice-president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

ADJOURNMENT

32.

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

MAKING OF DECISIONS

33.

- (1) A question arising at a general meeting of the Society shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to the minute book of the Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Society, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken —
 - (a) immediately in the case of a poll which relates to the election of the chairperson of

- the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter.

SPECIAL RESOLUTION

34.

A resolution of the Society is a special resolution if –

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the Society as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

VOTING

35.

- (1) Upon any question arising at a general meeting of the Society, a member has one vote only
- (2) All votes shall be given personally, or by postal vote, or by proxy but no member may hold more than 5 proxies.
- (3) In lieu of a vote in person or by proxy, each member shall be entitled to a postal vote, upon any question arising at a general meeting, in a written form signed and dated by the member and given to the secretary no later than 24 hours before the time of the meeting in respect of which the vote is made.
- (4) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (5) A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the amount of the annual subscription payable in respect of the then current year.

APPOINTMENT OF PROXIES

36.

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary wno later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

PART VI

MISCELLANEOUS

INSURANCE

37.

- (1) The Society may effect and maintain such insurance as the Council may determine.

FUNDS — SOURCE

38.

- (1) The funds of the Society shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Society in general meeting, such other sources as the Council determines.
- (2) All money received by the Society shall be deposited as soon as practicable and without deduction to of the Society's bank account
- (3) The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS — MANAGEMENT

39.

- (1) Subject to any resolution passed by the Society in general meeting, the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the Council determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Council or employees of the Society, being members or employees authorised to do so by the Council.
- (3) The assets and income of the Society shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the Society except as bona fide remuneration for services rendered or expenses incurred on behalf of the Society.

ALTERATION OF OBJECTS AND RULES

40.

The Statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Society.

COMMON SEAL

41.

- (1) The common seal of the Society shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the common seal shall be attested by the signatures either of 2 members of the Council or of 1 member of the Council and of the public officer or secretary.

CUSTODY OF BOOKS ETC.

42.

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

INSPECTION OF BOOKS ETC.

43.

The records, books and other documents of the Society shall be open to inspection, free of charge, by a member of the Society at any reasonable hour.

SERVICE OF NOTICES

44.

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Society upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document,

the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

SURPLUS PROPERTY

45.

In the event of the Society being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Society in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

JOURNAL

46.

- (1) The Society owns and publishes a scientific journal named the *Australasian Journal of Ecotoxicology*.
- (2) The Journal is an international journal dedicated to publishing original, scientifically-sound research dealing with all aspects of ecotoxicology relevant to Australasia, whether or not the work was undertaken in Australasia or elsewhere. Most of the papers published are research reports; however, the Journal also publishes review papers, short communications, descriptions of new techniques and equipment, thesis abstracts, and comments on previously published papers.
- (3) The editor-in-chief, who is an office-bearer of the Society, is vested with the management of the Journal.
- (4) The conduct of the Journal and definitions relating to Paragraph 2 are detailed in the By-Laws for the Australasian Journal of Ecotoxicology (Appendix 4).

APPENDIX 1
APPLICATION FOR MEMBERSHIP OF THE
AUSTRALASIAN SOCIETY FOR ECOTOXICOLOGY

_____ (full name of applicant)
of _____ (address)
_____ (occupation)

hereby apply to become a member of the above named Society. In the event of my admission as a member, I agree to be bound by the rules of the Society for the time being in force.

Signature of applicant

Date _____

I _____ a member of the Society, nominate the applicant,
(full name)
who is personally known to me, for membership to the Society.

Signature of proposer

Date _____

I _____ a member of the Society, second the nomination of the applicant,
(full name)
who is personally known to me, for membership to the Society.

Signature of seconder

Date _____

APPENDIX 2
FORM FOR THE APPOINTMENT OF PROXY
AUSTRALASIAN SOCIETY FOR ECOTOXICOLOGY

I _____
(full name)

of _____
(address)

being a member of the Australasian Society for Ecotoxicology

hereby appoint _____
(full name of proxy)

being a member of the Society, as my proxy to vote for me on my behalf at the _____ meeting of the Society (biennial general meeting or special general meeting, as the case may be) to be held on the day _____ of _____ 20____ and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

* To be inserted if desired.

Signature of member appointing proxy

Date _____

APPENDIX 3
HONORARY LIFE MEMBERSHIP - GUIDELINES
AUSTRALASIAN SOCIETY FOR ECOTOXICOLOGY

The conferral by the Australasian Society of Ecotoxicology (ASE) of Honorary Life Membership is designed to reward, through recognition, those members of the ASE who have made a sustained and distinguished contribution to the science of ecotoxicology.

It is desirable that Honorary Life Membership only be awarded to <5% of the total number of individuals holding ASE membership, to maintain the prestige and exclusivity of the award.

Guidelines for selection of ASE Honorary Life Members, a process undertaken by the incumbent ASE Board, are:

- The nominee should be a long-standing member of ASE (>10 or more years).
- The nominee must be a current financial member of ASE.
- The nominee must have made an outstanding contribution to ecotoxicology, and/or to the society over this same period.
- Evidence for outstanding contributions can derive from several different activities – regulatory, educational, scientific, governmental, etc. The ASE Board will assess the outstanding nature of the activities on a case-by-case basis. Examples of outstanding service to ASE are
 - 1) Establishment or development of a major ecotoxicological initiative in Australasia
 - 2) A sustained and innovative contribution to the science of ecotoxicology as evidenced by journal publications in the international literature
 - 3) A sustained and high level commitment to the organisation and development of the Society
- The nomination must be signed by at least 3 other financial ASE members, indicating their support for the nomination.
- Nominations can be made to ASE Council at any time.
- The nomination must be endorsed by a majority of ASE members at the Annual General Meeting.

APPENDIX 4
BY-LAW
AUSTRALASIAN SOCIETY FOR ECOTOXICOLOGY

[This By-Law was made by the Council of the Society on (31 May 2004)]

PRELIMINARY

Name

1. The journal shall be named the *Australasian Journal of Ecotoxicology*.
2. The name may be abbreviated as follows: *Australasian J. Ecotoxicol.* or *Australas. J. Ecotoxicol.*

Owner and Publisher

3. The journal is owned by the Australasian Society for Ecotoxicology and is published by the Society.

Definitions

4. In this By-Law:

Australasian means Australia, New Zealand, the islands of the South West Pacific and adjacent seas and oceans, and for this purpose is extended to South East Asia.

Council means the Council of the Society.

Ecotoxicology means the body of scientific knowledge relating to the hazardous effects of environmental stressors on biota.

Journal means the *Australasian Journal of Ecotoxicology*.

peer means an established scientist with recognised expertise in the relevant field of scientific endeavour.

Society means the Australasian Society for Ecotoxicology.

EDITORIAL POLICY

Aims and Scope

5. The Journal is an international journal dedicated to publishing original, scientifically-sound research dealing with all aspects of ecotoxicology relevant to Australasia, whether or not the work was undertaken in Australasia or elsewhere. Most of the papers published are research reports; however, the Journal also publishes review papers, short communications, descriptions of new techniques and equipment, thesis abstracts, and comments on previously published papers.
 - a. **Research papers.** Manuscripts should report the results of soundly conducted and executed research in ecotoxicology.
 - b. **Review papers.** Reviews should critically summarise a body of knowledge, and from it formulate ideas and recommendations which could be useful to ecotoxicology in Australasia.
 - c. **Short communications.** Short papers may report the results of sound, original data generated in small-scale ecotoxicological projects.
 - d. **Techniques and equipment.** A paper describing a new technique or piece of equipment is acceptable if it is demonstrated that the innovation is an important improvement in ecotoxicology.
 - e. **Thesis abstracts.** The Journal will publish brief abstracts of PhD and MSc theses in ecotoxicology where the degree has been awarded.
 - f. **Comments.** The Journal will publish letters to the editor which provide sound, well-argued comment on previously published papers. Normally, the author(s) of the previously published paper in question will be given an opportunity to respond.
6. The scope includes, but is not limited to: acute and chronic toxicity studies measuring lethal and sub-lethal responses; ecological impact studies pertaining to ecotoxicology; studies relating to the fate and behaviour of chemicals in the environment; discussion of ecotoxicological theory; and use of ecotoxicological information to develop and validate environmental criteria. Studies at all levels of

biological organisation will be considered – sub-cellular, cellular, tissue, organism, population and community levels.

Standards and Acceptance Criteria

7. The research reported must satisfy contemporary international standards of scientific rigour as established by at least two, anonymous peer reviewers who are independent of the study and who have been chosen by the editors. Specific criteria for acceptance follow.
 - a. **Relevance.** The Journal publishes papers on any aspect of ecotoxicology, particularly papers relevant to the Australasian region, as defined above.
 - b. **Soundness.** The methods and analyses used must be acceptable to workers in the same field, and must be clearly capable of answering the problems posed. If the design is unsound, the paper is unsound. The interpretation must be restricted to the capacity of the methods chosen. Speculation beyond the limits of the design must not be disguised as inference or interpretation. Authors, however, should not evade their obligation to assess their work and draw conclusions from it.
 - c. **Newness.** The data should increase the knowledge or improve the theory of ecotoxicology. The paper may extend or limit the range of acceptable theory or knowledge to a different Australasian situation, *e.g.* other species or ecosystems. The essential data should not have been published elsewhere. A summary of the findings in the proceedings of a conference or in the popular press is not regarded as prior publication. If, however, substantial parts of the data, such as those in tables and figures, have been published before, the inclusion of extra peripheral data does not alter the judgement that the paper is not new.
 - d. **Brevity.** Papers must be written concisely. Further, any parts of the manuscript that are irrelevant to the purpose of the paper, or that are repetitive or involve excessive referencing, must be deleted before the paper is accepted.

Copyright

8. Submission of a paper is taken to mean that the results reported have not been published, and are not being considered for publication, elsewhere. The Editor-in-Chief assumes that all authors of a multi-authored paper have agreed to its submission. Once the paper is accepted, the authors and their employing institutions must transfer copyright of the paper (but not of the original data) to the Society.

Animal Experimentation

9. Experiments involving animals are expected to have been conducted in accordance with the guidelines applicable in the country/countries where the work was carried out. For example, in Australia the guidelines are set out in the joint publication of the National Health and Medical Research Council of Australia (NHMRC), CSIRO and the Australian Agricultural Council entitled *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (NHMRC: Canberra). Editors will take account of animal welfare issues and reserve the right not to publish. Papers should cite the relevant institutional animal ethics approval number for the experiments reported, where applicable.

MANAGEMENT

Management Structure

10. The management of the Journal is to be vested in an Editor-in-Chief, who, at his/her discretion, may be assisted by up to 3 Associate Editors, an Administrative Assistant and an Editorial Advisory Board.

Editor-in-Chief

11. The Editor-in-Chief is to be elected by the members of the Society at the biennial general meeting as required by the Society's Rules. The position is an honorary one, but it may attract an annual honorarium at the discretion of the Council, subject to confirmation by the biennial general meeting of the Society. The Editor-in-Chief is responsible to the Council for the editorial and business management of the Journal in accordance with this By-Law.

Associate Editors

12. The Editor-in-Chief may appoint up to 3 associate editors each responsible for a different sub-discipline or field of ecotoxicology. These are honorary positions and do not attract an honorarium. The duties of an associate editor are, for the sub-discipline for which s/he is responsible:

- a. to promote and market the journal;
- b. to encourage the submission of papers to the journal;
- c. to manage the refereeing process for the papers submitted;
- d. to edit accepted papers and submit them to the Editor-in-Chief once they are ready for publication; and
- e. to manage the correction of galley proofs by authors.

Administrative Assistant

13. The Editor-in-Chief may appoint an administrative assistant. The position is an honorary one, but it may attract an honorarium at the discretion of the Editor-in-Chief. The duties of the Administrative Assistant are to assist the Editor-in-Chief and Associate Editors, if any:
- a. to manage the Journal's finances in accordance with this By-Law, the Rules of the Society and any directions of the Council and/or the Editor-in-Chief;
 - b. to promote and market the journal;
 - c. to liaise with the Society's database manager to provide the current mailing list of all subscribers to the journal;
 - d. to manage the correction of galley proofs by authors and the ordering of reprints; and
 - e. to arrange contracts for, and oversee, the printing, proof reading and despatch of the Journal; and
 - f. to administer the Editorial Advisory Board.

Editorial Advisory Board

14. The Editor-in-Chief, in consultation with the Associate Editors, if any, may appoint an Editorial Advisory Board. If appointed, it is to consist of no more than 12 eminent ecotoxicologists, representing a broad cross-section of the ecotoxicological sub-disciplines and the geographic coverage of the journal. It is to be chaired by the Editor-in-Chief. Membership is to be reviewed at least every 3 years. Board membership is honorary and does not attract an honorarium. The Board is to meet once per year by a teleconference. The duties of the Board are:
- a. to advise the Editor-in-Chief at the annual meeting of the Board on the strategic positioning and development of the Journal, its editorial policies and its business management, including the scientific and presentational quality of the papers published;
 - b. to advise the editors on the suitability (scope) for the Journal of submitted papers, suggest referees for papers, referee papers, and advise on adjudication of conflicting opinions among referees;
 - c. to provide publishable content for the Journal by submitting papers to it, encouraging colleagues to publish in it and suggesting/soliciting invited reviews or viewpoint papers; and
 - d. to promote the journal at local and international conferences and workshops and among colleagues.

Performance Indicators

15. The Editor-in-Chief is to develop performance indicators for the Journal. Without limiting their scope, the indicators may include: manuscript submission rate and acceptance rate; number of papers published by category (*e.g.* research papers, review papers, short communications *etc.*); source of papers, by class of organisation and country; source of reviewers, by class of organisation and country; publication times; speed of publication; number and sources of subscriptions; and circulation. At a later stage it may be appropriate and possible to report impact factor (the number of times a journal is cited divided by the number of articles published by that journal over a defined period – usually 2 years).

Annual Report

16. The Editor-in-Chief is to submit a report to each Council meeting and to the Biennial General Meeting of the Society. The report is to cover:
- a. the strategic positioning and development of the Journal;
 - b. management of the Journal;
 - c. performance indicators; and
 - d. other matters that the Editor-in-Chief considers are relevant.

FINANCE

Self Funding

17. The Journal is to be self-funding. Although readers, authors or their organisations, and advertisers each benefit from, and so should contribute to, the cost of publication, the Journal for the immediate future is to source its income only from annual subscriptions, including a component of the annual membership subscription. The Society is currently non-incorporated. Financial aspects of the Journal form part of the Society's financial reporting system.

Subscriptions

18. The annual subscriptions (exclusive of local taxes, such as Australian Goods and Services Tax, where applicable) currently are based on one volume per year, consisting of at least two issues. They are:

- a. ordinary member of the Society (included in annual membership subscription)
- b. sustaining member of the Society (included in annual membership subscription)
- c. non-member of the Society: \$20, or some other amount as determined by Council.
- d. Libraries and Institutions: \$20, or some other amount as determined by Council.

Membership of the Society includes provision of all issues of the Journal relevant to the period of membership.

MISCELLANEOUS

Alteration of By-Law

19. This By-Law may be altered, rescinded or added to only by resolution of the Council.