



CONSTITUTION

1. NAME

The name of The Association is the Australasian Quaternary Association Incorporated:
In this constitution called “The Association”.

2. INTERPRETATION

- 2.1 In these Rules, unless the contrary intention appears-
- “Committee” means the Committee of Management of The Association.
 - “Financial Year” means the year ending on the 31st December.
 - “General Meeting” means a general meeting of members convened in accordance with Rule 8.
 - “Member” means a member of The Association
 - “The Act” means The Associations *Incorporated Act* 1981.
 - “The Regulations” means Regulations under the Act.
- 2.2 Words or expressions contained in these Rules shall be interpreted in accordance with the Interpretation of *Legislation Act* 1984 and the Act as in force from time to time.

3. SCOPE

The Australasian Quaternary Association is an organisation that promotes the discussion and dissemination of information and ideas within the various disciplines and interests relating to Quaternary Studies. Primary emphasis is on the promotion of research and teaching activities, particularly of new researchers in all areas of Quaternary Studies.

4. OBJECTIVES

The objectives of The Association are as follows:

- 4.1 To provide a forum, in Australasia, for the interchange of multi-disciplinary knowledge and skills in all fields relating to Quaternary Studies.
- 4.2 To promote the dissemination of information and ideas relating to the Quaternary period.
- 4.3 To arrange or sponsor meetings, conferences and symposia on subjects consistent with the objectives of The Association.
- 4.4 To promote the publication of technical information in the disciplines of Quaternary Studies.
- 4.5 To encourage the interchange of those engaged in Quaternary Studies within Australia and overseas.
- 4.6 To encourage education, training, research and development in Quaternary Studies.
- 4.7 To publicize the work of The Association.

5. MEMBERSHIP

The Membership Officer shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member into the register. The register shall be available, free of charge, for inspection and copying by committee members upon request.

- 5.1 A person who has applied and been approved for membership as provided in these rules is eligible to be a member of The Association on payment of the entrance fee and annual subscription payable under these rules.
- 5.2 Membership shall be open to persons having an active interest in Quaternary Studies, who agree to be bound by the constitution of The Association as in force for the time being.
- 5.3 There shall be 4 (four) grades of membership:
- Student** - a person pursuing a full-time course of study in a facet of Quaternary Studies.
 - Concession** - a person who is not employed or who is retired.
 - Ordinary** - an ordinary member.
 - Life member** – a person granted such recognition by a resolution of the Committee, such resolution to be reported to the next Annual General Meeting.
- 5.4 The application of a person to join The Association shall be:
- (i) made in writing in the form set out in Appendix 1;
 - (ii) lodged with the Membership Officer of The Association;

(iii) lodged with the sum payable under this constitution as the entrance fee and the first year's annual subscription.

5.5 Upon receipt of the application form and payment of dues the Membership Officer shall enter the name and other appropriate details of the nominee in the register of members where upon the applicant shall become a member of The Association.

6. ANNUAL SUBSCRIPTION

6.1 The entrance fee and annual subscription for each grade of membership shall be determined by the Committee.

6.2 The annual subscription is payable in advance on or before 28 February in each Association financial year that commences on the 1st of January.

7. DISPUTES AND MEDIATION

7.1 The grievance procedure set out in this rule applies to disputes under these rules between-

- i) a member and another member; or
- ii) a member and The Association.

7.2 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 parties.

7.3 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.

7.4 The mediator must be-

- a) a person chosen by agreement between the two parties; or
- b) in the absence of agreement-
 - i) in the case of a dispute between a member and another member, a person appointed by the committee of The Association; or
 - ii) in the case of a dispute between a member and The Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

7.5 A member of The Association can be a mediator

7.6 The mediator cannot be a member who is a party to the dispute.

7.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

7.8 The mediator, in conducting the mediation, must-

- i) give the parties to the mediation process every opportunity to be heard; and
- ii) allow due consideration by all parties of any written statement submitted by any party; and
- iii) ensure that neutral justice is accorded to the parties to the dispute throughout the mediation process.

7.9 The mediator must not determine the dispute.

7.10 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 otherwise at law.

8. RESIGNATION OF MEMBER

8.1 Any member who has fully paid all monies due to The Association may resign by notifying the Secretary in writing of the intention to resign. The member shall cease to be a member and the Membership Officer shall record such date of resignation in the register of members.

8.2 Any member who has not paid the annual subscription by the 31st December of The Association's financial year in which it became due and payable shall cease to be a member. The Membership Officer shall record such a date of termination of membership under this clause in the register of members. No person shall be readmitted to The Association until all money due and payable under a previous period of membership shall be paid to The Association.

8.3 The Committee may by resolution expel a member of The Association if, in the opinion of two-thirds majority of the Committee, the member has:

- (i) refused or neglected to comply with this constitution;
- (ii) been guilty of conduct unbecoming of a member;
- (iii) been guilty of conduct prejudicial to the interest of The Association.

8.4 A notice pursuant to clause 8.3 shall not be discussed until the member concerned has been notified by the Secretary, in writing of:

- (i) the proposal to expel the member by resolution of the Committee;
- (ii) the basis for expulsion;

- (iii) the date, place and time of the meeting not being less than 14 days after the service of notice on the member;
 - (iv) the fact that the member is invited to be present at the meeting and shall be given reasonable opportunity to present to the Committee orally or in writing (or both) any explanation or rebuttal of the basis for expulsion;
 - (v) the right under clause 8.3.4 of this Constitution of the member to appeal to a tribunal of The Association against a resolution of the Committee to expel the member; and
 - (vi) the notice and agenda for the Committee meeting states the case of the particular member and the question of expulsion is to be considered.
- 8.5 Where the Committee passes a resolution under clause 8.3, the Secretary shall, within 14 days of the date that the resolution was passed, advise the member of the Committee decision.
- 8.6 Within 14 days of notification that the Committee has resolved to expel a member, that member may appeal against the expulsion by notice in writing to the Secretary.
- 8.7 On receipt of a notice of an appeal under clause 8.3.4 the Secretary shall establish a tribunal of 6 members to hear and determine the appeal. The tribunal shall comprise 2 members nominated by the President and two members nominated by the appellant. [No tribunal member shall be a member of the Committee of Management, whose members shall not be permitted to exercise their voting rights for the selection of nominees by a general Meeting of members]. The Secretary shall arrange for and provide administrative services to the tribunal hearing. The Secretary shall notify the Appellant, the tribunal members and the members of the Committee of Management of the place, date and time of the commencement of the hearing.
- 8.8 The tribunal members shall arrange for one of them to preside at the hearing and shall conduct the proceedings in a manner that benefits the adequate and fair hearing of an appeal.
- 8.9 In determining whether to grant or disallow the appeal, the tribunal members by way of ballot shall exercise one vote per member and the person presiding shall not have a casting vote. Unless at least 3 votes are cast in favour of disallowing the appeal the appeal shall be granted.
- 8.10 The tribunal decision shall be notified to the appellant in writing by the Secretary.
- 8.11 Where the Committee has resolved to expel a member and no appeal is lodged, or where the tribunal has determined to disallow an appeal as provided in clause 8.3.5 the Secretary shall record such termination of membership in the register of members noting the date of termination as being 28 days after the decision of the Committee in case of no appeal or the date of announcement of the determination of the tribunal.

9 MEETINGS

Notice of Meetings:

- 9.1 The Secretary of The Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of The Association, must cause to be sent to each member of The Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 9.2 Notice may be sent-
- i) by prepaid post to the address appearing in the register of members; or
 - ii) by facsimile transmission or electronic transmission.
- 9.3 A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

The Annual General Meeting:

- 9.4 The Annual General Meeting shall be held on a date determined by the Committee.
- 9.5 The Annual General Meeting shall be specified as such in the notice to all members to convene it.
- 9.6 The ordinary business of the Annual General Meeting shall be:
- (i) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - (ii) to receive from the Committee reports upon the transactions of The Association during the last preceding financial year;
 - (iii) to elect officers of The Association and the ordinary members of the Committee;
 - (iv) to receive and consider the statement submitted by The Association in accordance with section 30 (3) of the Act; and
- 9.7 The Annual General Meeting may conduct any special business of which notice is given in accordance with these Rules.
- 9.8 The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.

Special General Meeting:

- 9.9 All meetings other than the Annual General Meeting shall be called Special General Meetings. A Special General Meeting shall be held at any time by resolution of the Committee or within six weeks of receipt by the Secretary of a requisition signed by at least 15 members.

10 PROCEEDINGS AT MEETINGS

- 10.1 At any General Meeting of The Association ten (10) members personally present (being members entitled to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting. No item of business shall be transacted at an Annual General Meeting unless a quorum of members is present during the time when the meeting is considering that item.
- 10.2 If within 20 minutes after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting shall stand adjourned until a date and time decided by the members present, being at least 14 days subsequent to the date set out on the notice calling the meeting. At any such adjourned meeting, if a quorum is not present within 20 minutes of the starting time, the members present shall be deemed a quorum and may proceed to business.
- 10.3 At a special meeting called pursuant to a requisition signed by members as provided in clause 9.9 if a quorum is not present within 20 minutes of the starting time set out in the notice of meeting the meeting shall lapse.
- 10.4 The President, or in the President's absence, any Committee member other than the Secretary or Treasurer may preside. The officer presiding shall only have a deliberate vote.
- 10.5 Except in the matters of amendments to this Constitution, which must be passed by a three quarters (3/4) majority of members present, issues at meetings shall be decided by a simple majority of those present and voting in favour of the proposition – each member present being entitled to one vote only. Voting at meetings shall be on the voices, or by show of hands or ballot at the discretion of the president unless two or more members demand a ballot, whence voting shall be by ballot..
- 10.6 A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to The Association have been paid.
- 10.7 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which a proxy has been appointed. The notice appointing the proxy must be in the form set out in Appendix 2.

11 COMMITTEE OF MANAGEMENT

- 11.1 The affairs of The Association shall be managed by an Honorary Committee which shall consist of Ordinary, Student, Concession and Life members holding the offices of :
- President;
 - Vice-President;
 - Immediate Past President (ex-officio);
 - Secretary;
 - Treasurer;
 - Public Officer;
 - Conference Secretary;
 - Editor of Publications;
 - Information Technology Editor; and,
- up to 4 other committee members who may be co-opted by the committee, and may include the Chairperson of the Committee for Quaternary Research and an INQUA representative. If the position of President is filled by a member who primarily resides outside New Zealand, the position of Vice-President shall only be filled by a member who primarily resides in New Zealand.
- 11.2 Other Committee members shall be elected annually at the Annual General Meeting by a show of hands and shall take office immediately. Candidates for positions as members of the Committee shall be nominated and seconded by members of The Association by a written proposal delivered to the Secretary. Every Candidate shall be a Member and prior to an election signify in writing acceptance of the nomination. If no nominations are received prior to the Annual General Meeting then verbal nominations can be accepted at the meeting.
- 11.3 Each officer and committee member of The Association shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.
- 11.4 Nominations for the positions of members of the Committee may be received by the Secretary until the date of the proposed general meeting:
- (i) where more nominations than positions available are received, the position will be allocated to the nominee who receives a simple majority of votes cast by those members present;

- (ii) if no nominee receives a simple majority of votes cast, a runoff ballot shall be held whereby members present vote for the two nominees with the greatest number of votes in the initial ballot;
- (iii) if insufficient nominations are received to fill the number of vacancies on the Committee, the President shall arrange to fill any such position by negotiation;
- (iv) if the nominations received equal the vacancies on the Committee those nominations shall be declared forthwith.

All members are to be promptly notified of the elected Committee.

- 11.5 The Committee shall have the power to appoint members of The Association to fill any casual vacancies during their term of Office.
- 11.6 The Committee shall appoint a person to be the Public Officer of The Association for the purposes of incorporation. The Public Officer must be a resident of Victoria to fulfil the conditions of the Act.
- 11.7 The office of a member of the Committee shall become vacant if the member:
 - (i) ceases to be a member of The Association;
 - (ii) resigns office by notice in writing given to the Secretary;
 - (iii) has been appointed to a higher office on the Committee.

12 PROCEEDINGS OF COMMITTEE

- 12.1 Any four members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee. If a quorum is not present within 20 minutes of the starting time, the meeting shall stand adjourned until a date set by the members present. No business shall be transacted unless a quorum is present.
- 12.2 At any Committee meeting:
 - (i) the President or in the Presidents absence the Vice-President shall preside; or
 - (ii) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members shall preside.
- 12.3 Issues at Committee meetings shall be decided by a majority of those present and voting in favour of a proposition. Each member shall be entitled to one vote.
- 12.4 The Committee shall meet when necessary, at such time and place as it may decide.
- 12.5 The President may at any time and shall, on receiving requisition signed by any three members of the Committee call a meeting of the Committee.
- 12.6 Notice in writing of each meeting, and the minutes of the previous meeting shall be circulated to each member of the Committee to the last known address of a member at least 7 days before the date of the meeting.

13 SECRETARY

The Secretary of The Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

14 TREASURER

The Treasurer of The Association:

- (i) shall collect and receive all moneys due to The Association and make payments authorized by The Association;
- (ii) shall keep correct accounts and books showing the financial affairs of The Association with full details of all receipts and expenditure connected with the activities of The Association.

15 SEAL

- 15.1 The common seal of The Association shall be kept in the custody of the Public Officer.
- 15.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of the Public Officer and one member of the Committee.

16 FINANCES

- 16.1 The annual fee for members shall be determined at the Annual General Meeting upon receipt of a proposed budget presented by the Committee for the ensuing year.
- 16.2 The financial year for The Association shall begin on 1st January and end on 31st December.

- 16.3 Annual subscriptions shall apply from the 1st January and are payable upon ratification at the Annual General Meeting. If a subscription is not paid by 31st December in each year membership of The Association will be deemed to have lapsed in respect of a member whose subscription is outstanding.
- 16.4 All income of The Association shall be paid into an account approved by the Committee. All expenditure up to an amount determined by the Committee from time to time, shall be paid forthwith. Expenditure in excess of this amount shall not be paid until approved by a resolution of the Committee.
- 16.5 Cheques drawn by The Association shall be signed by the Treasurer and one other Committee member.
- 16.6 The balance sheet and Statement of Accounts shall be audited annually, by an auditor approved at a General Meeting of The Association.
- 16.7 The sources of funds of this Society shall be:
- (i) annual subscriptions from members;
 - (ii) donations received;
 - (iii) provision of services consistent with the objectives of The Association;
 - (iv) investment of funds.

17 ALTERATION OF CONSTITUTION

These rules and the Statement of Purposes of The Association shall not be altered except in accordance with the Act. A minimum of twenty-one (21) days notice of a meeting must be made to members by the secretary. The resolution presented must be passed by a three quarters (3/4) majority of members present.

18 CUSTODY OF RECORDS

- 18.1 Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody under his or her control all books, documents and securities of The Association.
- 18.2 The Secretary shall keep and maintain minutes of proceedings of all meetings of The Association.
- 18.3 All books, documents and securities of The Association shall be available for inspection by any member of The Association by prior arrangement with the Secretary.
- 18.4 The financial records shall be available for inspection by members of the Committee by arrangement with the Treasurer.
- 18.5 Copies of annual reports, Balance Sheets and Audited Statements of financial affairs shall be available to all members on request to the Treasurer.

19 DISPOSITION OF PROPERTY OF THE ASSOCIATION IN THE EVENT OF WINDING UP

- 19.1 In the event of The Association being wound up, any surplus, after payment of all liabilities and liquidating fees, shall be applied in a manner as determined at the time by Association members to the furtherance of Quaternary Studies in the scientific community and shall be distributed as such.
- 19.2 With the exception of payment of the due membership fees, members shall not be liable to contribute toward payment of liabilities of this Society on winding up.

Australasian Quaternary Association (AQUA)

AQUA is an incorporated association ABN - 78 458 664 047

Appendix 1 Application for Membership

The Australasian Quaternary Association (AQUA) is an informal grouping of people interested in the manifold phenomena of the Quaternary. It seeks to encourage research by young workers in particular, to promote scientific communication between Australia and New Zealand, and to inform members of current research and publications. It holds biennial meetings and publishes the newsletter Quaternary Australasia twice a year. Members joining after October gain membership for the following year.

I, hereby apply to become a member

(Student Ordinary Concession) of the Australasian Quaternary Association Inc.

I agree to abide by the terms and conditions of the Constitution and to uphold its aims and objectives.

Dated this day ofyear

Signature of applicant

FULL NAME

DEPARTMENT.....

INSTITUTION

ADDRESS

CITY/SUBURB POSTCODE

COUNTRY

AFFILIATION (not used for mail).....

PHONE – WORK PHONE – HOME

FACSIMILE

EMAIL.....

Please indicate your major interests:

| | | | |
|--------------------------------------|-----------------------|--------------------|-----------------------|
| 1. Quaternary geology & stratigraphy | 7. Fluvial | 13. Vertebrates | 19. Climate modelling |
| 2. Landscape evolution | 8. Dunes and dust | 14. Invertebrates | 20. Groundwater |
| 3. Sedimentology | 9. Soils | 15. Limnology | 21. Dating |
| 4. Marine | 10. Volcanic-tectonic | 16. Vegetation | 22. Other |
| 5. Coasts /sea levels | 11. Karst | 17. Archaeology | |
| 6. Glacial | 12. Palaeoecology | 18. Palaeoclimates | |

Send subscription to :

Christine Kenyon, AQUA Membership Officer, SAGES, University of Melbourne, VICTORIA, AUSTRALIA, 3010. Cheques and money orders should be made payable to: Australasian Quaternary Association. Overseas members will find it easier to pay by credit card. All payments in \$AUD please.

| | | | | | |
|------------------------|-----------------------------------------|--------|----------|--------------------------|------------|
| Payment method: | Cash | Cheque | Bankcard | VISA | Mastercard |
| Card No: | _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / | | | Expiry date:/..... | |
| Card holder's name: | | | | Amount: \$(AUD)..... | |
| Signature: | | | | Date:/...../..... | |

Australasian Quaternary Association (AQUA)

Appendix 2 Form of Appointment of Proxy

I,

(name)

of

(address)

being a member of the Australasian Quaternary Association)

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of the Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on-

(date of meeting)

and at any adjournment of that meeting)

My proxy is authorised to vote in favour or against* the following resolution (insert details of resolution).

Signed

Date

*Delete if not applicable