



ASSCR Rules

1. These Rules and the statement of purposes of the Society must not be altered except in accordance with the Act.
2. The name of the association is “Australasian Society for Stem Cell Research.”
3. The society aims to “promote the discipline of stem cell biology and therapies in Australasia, to promote education and research and to disseminate scientific information.”

MEMBERSHIP

4. There are three types of membership for individuals, full, student and associate. Both full and student members are considered regular members.
5. Full members are persons working in a professional capacity in a stem cell related field, both in an academic and corporate environment.
6. Any tertiary students studying in a stem cell related field are eligible for student membership.
7. Any other persons interested in stem cells or related areas are eligible for associate membership.
8. Corporations and professional societies may also become members of the Society; Corporate membership. Regulations governing such memberships are to be developed.
9. Rights of Members: Full and Student members will have voting privileges and can hold Office. Associate members will have rights of membership without the ability to vote.
10. A person who applies and is approved for membership will become a member on payment of an annual subscription an amount determined by the Committee, alterations of which will be subsequently approved by the Annual General Meeting.



11. Membership fees will be due on August 1st of each year. If membership fees are not received by the renewal date, then the member will be designated a non-financial member after 12 months of non-payment. Renewal notices will be sent by the Society prior to the time of renewal and three months following. A member may resign following one months notice in writing to the Treasurer or following expiry of periodic membership fees.
12. The Secretary will establish and maintain a register of each member containing the name, address and date on which membership was granted. The register will be made available for inspection by members and only upon approval from the President or Vice-president. Information on the register will be restricted to business conducted by the Society. Upon joining all members will asked to specify whether their information can be distributed and this will be abided with, if the member specifies this on the registration application form.
13. If the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming of a member or prejudicial to the interests of the Society, the Committee may suspend that member from membership for a specified period; or expel that member from the Society. The member will be given an opportunity to be heard and may appeal.

COMMITTEE

14. The Committee will manage the Society affairs and be made up of regular members. The Committee will make rules and conduct the Society's business. Office bearers should sign the Society cheques. Additional members, both regular and associate, can be co-opted onto the Committee by its own instigation.
15. The Committee will be made up of five officers of the Society and at least five regular members, including a student member. The officers shall be a President, Vice-President or President-elect, Treasurer, Secretary, Communication Officer (website and publications). Preferably, Committee members should represent different Australian and New Zealand regions and stem cell disciplines. Such stem cell disciplines include embryonic stem cells, adult stem cells, cancer stem cells, ethics and clinical applications. A minimum of three Office Bearers and two other regular members will be acceptable to govern the society.



16. Election of officers and Committee members shall take place at an annual general meeting (AGM). The current Committee determines the date, time and place of the AGM. Until the first AGM, a steering committee will govern the Society's affairs and petition the general membership for nominations to the first elected Committee members. The term of office of elected officers and Committee members shall be a minimum of one year and up to two years. After this time, the Vice-President will preferably become President-Elect.
17. In the event of a casual vacancy on the Committee, the Committee may appoint a member to the vacant office and the member appointed may continue in office up to and including the conclusion of next AGM following the date of the appointment.
18. A vacancy occurs on the Committee if an officer or member ceases to be a Society member, becomes an insolvent under administration within the context of the Corporations Law, or resigns from office in writing to the Secretary.
19. The grievance procedure set out in this rule applies to disputes between a member and another member or a member and the Society.

The procedure is that the parties involved in the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days. 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. The mediator must be a person chosen by agreement between the parties or (i) in the case of a dispute between members, a person appointed by the committee of the Society; or (ii) 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).

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation. A member of the Society can be a mediator. However, the mediator cannot be a member who is a party to the dispute. The mediator, must give the parties to the mediation process every opportunity to be heard; and allow due consideration by all parties of any written statement submitted by any party; and ensure that natural justice is accorded to the parties to the dispute throughout mediation. Importantly, the mediator must not determine the dispute.

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.



MEETINGS

20. The society Committee shall meet three times a year, including the AGM. Special general meetings can be convened following request in writing to the Secretary and in agreement that states the objects of the meeting. General or special Committee meetings can be held electronically and business can be conducted by telephone, mail or other means.
21. The President, or in the President's absence, the Vice-President, shall preside as Chairperson at meetings. If both of these Officers are absent or are unable to preside, the members present must select one of their own to preside as Chairperson. The Committee meeting business will not be conducted unless a quorum of four Committee members is present.
22. General or committee meetings will involve a confirmation of minutes of the previous general meeting held since that meeting, as well as conduct any other business. Notice of these meetings will be given at least 2 business days prior to the date of the meeting. Any four members of the committee constitute a quorum for the conduct of the business. Questions arising at a committee meeting or at any other meeting of the Society shall be determined by a show of hands, or if requested by a poll. Each member is entitled to vote. Proxy votes will be allowed and must be submitted to the Treasurer or President 24 hours prior to the meeting.
23. The AGM shall confirm the minutes of the previous AGM and of any general meeting held since that meeting, receive from the Secretary/Treasurer any society transactions during the last preceding financial year as well as conduct any other business.
24. The Society constitution may be altered at an AGM following three weeks written notice to all members. No item of business may be conducted at the Society's AGM unless there is a quorum of regular members, which is either 10% of the total membership or twenty-five regular members. If there are not enough regular members (full and student members) at the AGM, then voting will be invalid. For the AGM, members can participate by video-link. Proxy votes will be allowed. Proxy votes must be submitted to the Treasurer or President 24 hours prior to the meeting.



OFFICER'S DUTIES

25. The President duties shall be to chair Committee meetings and the AGM, represent the Society, negotiate on behalf of the Society subject to rules and propose policies to the Committee. If the President is absent from Australia or New Zealand, the Vice-President will become acting President during this period.
26. The duties of the Secretary shall be to keep and publish the minutes of the Society AGM and Committee meetings, maintain records of the Society and deal with the Society's correspondence.
27. The Treasurer must collect and receive all moneys due to the Society and make all authorized payments, keep correct accounts and books showing the Society financial affairs with full details of all receipts and expenditure connected with the Society. The Treasurer is responsible for keeping a list of Society members and any monetary transactions as well as ensures that the accounts are presented prior to June 30th each year.

SOCIETY FINANCES

28. The Society is a not for profit association. The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.
29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by three members of the committee, one of whom shall be the President and the Treasurer and the third a nominated member of the committee.
30. The funds of the Society shall be derived from annual subscriptions, donations and such other sources as the committee determines.
31. The financial year of the Society shall end on 30th June of that calendar year.
32. The Society records, books and documents shall be open to inspection, free of charge, by a member of the Society at any reasonable hour, respecting privacy stipulations of individual members.



33. In the event of the winding up or the cancellation of the incorporation of the Society, after payment of any outstanding debts, all remaining assets will be given to another scientific Society with aims as the ASSCR.

If the organization is wound up or if the endorsement of the organization as a deductible gift recipient is revoked, the following assets remaining after the payment of the organisation's liabilities shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made:

- Gifts of money or property for the principal purpose of the organization
- Contributions made in relation to an eligible fundraising event held for the principal purpose of the organization, and
- Money received by the organization because of such gifts and contributions.