

The Australian Society of Microbiology  
New South Wales – Australian Capital Territory Branch  
Current By-Laws



AUSTRALIAN SOCIETY FOR MICROBIOLOGY  
NEW SOUTH WALES BRANCH  
AMENDED BYLAWS

Last amended  
August 2010

A MEMBER OF THE INTERNATIONAL UNION OF MICROBIOLOGICAL SOCIETIES

## **1. DEFINITION**

The New South Wales – Australian Capital Territory Branch of the Australian Society for Microbiology, Inc., hereafter "the Branch", is based on the geographical area of New South Wales and the Australian Capital Territory until such time as National Council decrees otherwise.

## **2. BRANCH MANAGEMENT**

- 2.1 The affairs of the Branch shall be managed by the Branch Committee, elected annually from and by members of the Branch.
- 2.2 The Branch Committee shall consist of the Executive (Chairperson, Chairperson elect, Secretary and Treasurer) and a maximum of twenty (20) Committee members, including the 4 executive members.
- 2.3 The Executive and the Committee members shall be elected as specified in clause 4.
- 2.4 The Branch Committee shall meet at least six (6) times during each year of office, with the chairperson or his nominee presiding. Five (5) members of the Branch Committee including two (2) members of the Executive shall constitute a quorum.
- 2.5 The Branch Committee may elect other officers, such as an Assistant Secretary, from among its members at any time, and may co-opt other Branch members for specific tasks or subcommittees as deemed necessary.
- 2.6 The Branch Secretary shall be responsible for the keeping of minutes of Committee Meetings and General Meetings, dealing with correspondence on behalf of the Branch Committee and the notification of all Branch and Group functions to all members of the Branch.
- 2.7 The Branch Treasurer shall be responsible for the financial statement to be presented to the Branch records before this time.
- 2.8 Committee members failing to attend 3 consecutive without a plausible explanation will be removed from office.

## **3. GENERAL MEETINGS**

- 3.1 The Branch Annual General Meeting shall be held in August of each year, with at least thirty-(30) days notice being given to all Branch members. Resolutions to be considered at the Annual General Meeting shall be circulated by the Branch Secretary to all Branch members at least thirty (30) days prior to the Annual General Meeting.
- 3.2 At the volition of the Branch Committee, or by petition from fifteen (15) members, a General Meeting may be convened at any time. Business at such a meeting shall be confined to matters of which at least thirty (30) days notice has been given by the Branch Secretary to all Branch members.
- 3.3 Fifteen (15) members of the Branch shall constitute a quorum at any General Meeting including the Annual General Meeting. Resolutions shall be passed by a simple majority vote of members present.

## **4. ELECTION OF BRANCH COMMITTEE**

- 4.1 Nominations for elected positions on the Branch Committee, that is, for positions on the Committee, and an Honorary Auditor, shall be submitted in writing to include the signature of the nominee and two members of the Branch as proposer and seconder.
- 4.2 Should more than the required number of nominations be received for any elected position on the Committee, a secret ballot shall be conducted by the Branch Secretary at the Annual General Meeting.
- 4.3 The Branch Committee shall take office when the election results are announced at the Annual General Meeting and shall hold office until the corresponding time at the next Annual General Meeting.
- 4.4 The Executive normally shall be elected for a term of two years. The chairperson elect and treasurer shall be elected on the alternate year to that of the Election of the Chairperson.  
The Branch Chairperson shall not serve for two consecutive terms although the Secretary and Treasurer may do so. If there are no nominees for Chairperson, or in other unusual circumstances, the Chairperson's term may be extended for one term by a simple majority vote of members present at an Annual General Meeting.
- 4.5 Nominates for an executive position must have served a minimum of 12 months on the branch committee to be eligible.
- 4.6 The Branch Committee shall have the power to fill any casual Committee vacancy except that of a Group Representative, where the relevant group management shall have such power.

A suitably qualified Auditor, who shall not be an incoming Committee member, shall be elected at each Annual General Meeting. He shall audit the Branch Financial Statement prepared by the Branch Treasurer for presentation at the next Annual General Meeting.

- 4.7 The Branch Committee shall not exceed a total of 20 members (including the executive) and should (where possible) be comprised of members representing diverse microbiological disciplines.
- 4.8 All nominations for office bearers should be sent in writing to the standing committee before the Annual General Branch Meeting (AGM). All committee members must be officially nominated at every AGM to remain on the committee.
- 4.9 Nominations for any of the committee positions will not be accepted from the floor at the AGM unless the position is vacant without nomination at the AGM.

## **6. STUDENT PRIZE**

Each year the Branch shall award a student prize to the outstanding undergraduate in Microbiology who has completed studies in the previous calendar year and who is committed to a career in Microbiology. The prize shall be reimbursement of the cost of travel and attendance at the National Annual Scientific Meeting in the year of the award.

The Branch committee depending upon current budgets, the standard of applicants and the number of applicants may consider additional awards

## **7. GOLDSWORTHY MEMORIAL LECTURE**

In even numbered years, the Branch shall sponsor a lecture to the memory of Neil Goldsworthy, pioneer lecturer in Medical Microbiology in this State. An eminent Australian microbiologist in any field will be chosen to deliver what shall be known as the "Goldsworthy Memorial Lecture".

## **8. BRANCH SPECIAL INTEREST GROUPS**

- 8.1 To encourage dissemination of knowledge in particular areas of microbiology, Groups specialising in such areas may exist within the Branch. Branch Groups are distinct from National Groups established under the aegis of National Council.
- 8.2 By letter to the Branch Secretary, an individual or group may request formation of a Group or affiliation of an existing Group with the Branch. Branch Committee shall consider such requests and inform all Branch members of the request and the decision taken.
- 8.3 All members of the Society shall be entitled to attend and participate in any Group function. However, the Group responsible shall have the right to charge a fee, to limit the number of participants and/or to specify minimum qualifications for participation to ensure the satisfactory operation of a particular function.
- 8.4 Group functions shall be advertised to all Branch members via the branch Newsletter except in exceptional circumstances.
- 8.5 Non-members of the Branch who have an interest in the activities of a Group and who receive notice of Group functions shall be known as Group Affiliates. Group Affiliates shall have voting rights in all matters under the control of the group to which they belong, but shall have no other status within the Branch or Society, and shall not have Branch or Society publications circulated to them on a regular basis.
- 8.6 The management of each group shall be at the discretion of that particular Group.
- 8.7 Group members or the Group Committee shall elect or nominate a Group Representative who shall represent the Group in Branch affairs. Group Representatives shall be Branch members, and shall normally hold office for at least one year. Group Representatives may attend Branch Committee meetings.

## **9. FINANCE**

- 9.1 Groups may elect to maintain a separate bank account or to ask the Branch Treasurer to act on their behalf.
- 9.2 If a separate bank account is maintained, the Group shall appoint a Group Treasurer, who shall forward a detailed financial statement to the Branch Treasurer each year prior to the Branch Annual General Meeting.
- 9.3 A Group may apply to the Branch Committee for financial assistance to enable the staging of any function, provided that such application be made at least thirty (30) days before such function.
- 9.4 Any of the above stated awards and financial obligations on the committee are subject to terms and conditions as determined by a unanimous vote of the branch committee.

9.5 The New South Wales – Australian Capital Territory Branch of the Australian Society for Microbiology, Inc., financial year ends on the 31<sup>st</sup> March of each year.

## **10 OBLIGATIONS**

10.1 The management of each Group shall ensure that a Group Representative be appointed to liaise with the Branch Committee, and where a separate bank account is maintained, a Group Treasurer be appointed also.

10.2 Each Group shall endeavour at all times to co-ordinate with the Branch and other Groups in the organisation of functions, to ensure the efficient operation of the Branch and the advancement of the science of Microbiology.

## **11 AMENDMENT OF THESE BYLAWS**

11.1 Branch Bylaws may be established or amended by a two-thirds majority of members voting at a General Meeting, properly constituted as detailed in Clause 3.

*N.B. Sections 4.4 and 6 were amended and passed by the Branch at the 1984 Annual General Meeting.*

*Sections 2.1, 2.2, 2.3, 2.4, 4.1, 8.7 and 8.9.1 were amended and passed by the Branch at the 1992 Annual General Meeting.*

*Sections 2.2, 4.4, 4.7, 4.8, 4.9, 6 and 9.4 were amended and passed by the Branch at the 2002 Annual General Meeting*

*Sections 1, 2.2, 3.1, 4.6, 4.7 and 9.5 were amended and passed by the Branch at the 2010 Annual General Meeting*