



**Australasian Wound & Tissue Repair Society**

**CONSTITUTION OF THE  
AUSTRALASIAN WOUND &  
TISSUE REPAIR SOCIETY**

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**NAME OF THE SOCIETY**

The name of the Society is The Australasian Wound & Tissue Repair Society. (**“the Society”**)

## **PHILOSOPHY**

The AWTRS is a not-for-profit society that believes that promoting the knowledge and interchange between scientists, healthcare professionals, industry and other individuals that have an interest in wound healing and tissue repair will lead to improved wound outcomes.

## **OBJECTIVES**

The Objectives of the Society are to:

1. Promote knowledge and interchange between scientists, healthcare professionals, industry and other individuals that have an interest in wound healing and tissue repair.
2. Foster and maintain a multi-disciplinary network of individuals with knowledge and expertise in wound and tissue repair research;
3. Widely promote, support and communicate wound and tissue repair research through meetings and publications;
4. Encourage and support younger scientists to undertake wound and tissue repair research and to join in activities of the society.
5. Disseminate knowledge and information concerning wound and tissue repair research in all its aspects and where possible stimulate public and government interest in wound related research.
6. Foster and maintain a collaborative, productive working relationship between the Society and its members;
7. Develop and maintain collaborative relationships with relevant individuals, Societies or groups both national and international;
8. Develop and maintain representation on relevant national or international Societies or groups;
9. Develop responsible initiatives and strategies to ensure the ongoing financial viability of the Society; and
10. Conduct the business of the Society in a professional and ethical manner.

## DEFINITIONS

In the context of this Constitution, unless the contrary intention appears:

1. “**Act**” refers to the Associations Incorporation Act 1985 as amended from time to time and includes any reenactment thereof.
2. “**Society**” refers to the Society known as ‘The Australasian Wound & Tissue Repair Society’.
3. “**President**” means a person who presides over the ruling of all meetings.
4. “**Committee**” means the governing body or committee of management of the Society.
5. “**Financial member**” is a member who is not indebted to the Society in respect of any annual subscription or levy or any other payment whatsoever.
6. “**Meeting**” means a general meeting of members of the Society convened in accordance with this Constitution.
7. “**Member**” means a member of the Society.
8. “**Month**” means a calendar month,
9. “**Returning Officer**” means a person appointed in accordance with the provisions of this Constitution to supervise the voting process and the counting of votes.
10. “**Special Meeting**” means a special or extraordinary meeting of members of the Society convened in accordance with this Constitution.
11. “**Scrutineer**” means a person appointed by the Chairman to count and check the votes when required.
12. “**Year**” means a calendar year and “**Financial year**” means the year beginning 1 July and ending 30 June.
13. When any provision of the Laws or by-Laws is referred to, the reference is to that provision as modified by any Law or by-Laws for the time being in force.
14. An expression defined at Law or by-Laws will bear the same meaning in this Constitution unless that expression is otherwise defined in this Constitution.

15. Words importing the singular number include the plural number and vice versa.

Words importing one gender include the other gender. Words importing persons include companies, corporations and public bodies wherever incorporated or domiciled.

16. The expressions "in writing" and "written" include printing and other modes of reproducing or representing words in a visible form and include electronic mail, internet and facsimile transmission.

## **RULE 1**

### **STRUCTURE**

The Society is a multi-disciplinary, non-profit Society consisting of persons who are committed to undertaking research into wound healing and tissue repair.

All affairs of the Society will be subject to Laws or by-Laws, all the provisions set forth in the Act, this Constitution, the Code of Conduct of the Society, and any Standing Orders at the time being in force.



## **RULE 2**

### **POWERS OF THE SOCIETY**

For the purpose of carrying out its objectives the Society may, subject to the Act and compliance with all Laws or by-Laws:

1. Open and operate bank accounts;
2. Invest its monies:
  - a) in any security in which trust monies may, by Act of Parliament, be vested; or
  - b) in any other manner authorised by this Constitution;
3. Raise, accept, borrow, lend or donate any monies, gifts or properties upon such terms and conditions as the Society deems appropriate;
4. Give such security for the discharge of liabilities incurred by the Society as the Society deems appropriate;
5. Appoint, employ, remove or suspend agents transacting any business of the Society on its behalf;
6. Enter into any other contract the Society considers necessary or desirable;
7. Enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Society;
8. Obtain from any Government or Authority any rights, privileges and concessions which the Society may think it is desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
9. Print, publish or otherwise produce any journals, periodicals, newsletter, books, leaflets or educational material that the Society may think desirable for the promotion of its objectives; and

10. Do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Society.

## **RULE 3**

### **MEMBERSHIP**

Membership of the Society shall be under one of the following categories:

#### **1. Full Financial**

Full financial membership is open to any person with recognised Academic, Scientific Medical, Nursing, or Allied Health qualifications interested or involved in supporting the objectives of the Society.

Each Full Financial member is eligible to have one vote at each meeting and Special Meeting and is also eligible to hold a position of office, except those members who may be regarded as corporate members.

#### **2 Life**

Life membership is awarded by the Committee to a Member in recognition of conspicuous contribution to and eminence in the field of wound and tissue repair research. Each Life member is eligible to have one vote at each meeting and Special Meeting and is also eligible to hold a position of office.

#### **3. Honorary**

Honorary membership is awarded by the Committee to any individual or group in recognition of special services rendered to the Society or for outstanding development/achievement in the field of wound and tissue repair research. An Honorary member does not have any voting rights and must not hold office.

#### **4. Corporate**

Corporate membership is open to any company, corporation, business or other body corporate whose financial basis stems from the manufacture, direct wholesale, sale and distribution of any product that may be used in wound research or management or prevention. A Corporate member can include an individual person in his or her capacity or

comprising membership of a partnership, unincorporated Society or institution and their employees. An individual may be regarded as a corporate member if the individual's employment or business is involved with the manufacture, wholesale sale or wholesale distribution of any product that may be used in wound research or management or prevention. Only one set of regular correspondence will be distributed per corporate membership.

A Corporate member does not have any voting rights and must not hold office, be an active member of any of the Society's committees or have any share in the assets of the Society.

### **MEMBERSHIP APPLICATIONS**

All applications for Full Financial, Associate and Corporate membership must be made **via a written or online form**. Upon acceptance of the application and, if applicable, upon payment of the membership fee, the applicant shall be considered a member.

### **MEMBERSHIP FEES**

The membership fees for membership shall be such sum, if any, that the committee shall determine from time to time provided that no membership fees are payable by Honorary or Life members.

### **RENEWAL OF MEMBERSHIP**

Membership fees are payable at such time as determined by the Society.

### **CESSATION OF MEMBERSHIP**

A member may resign from membership of the Society by giving written notice to the Secretary. Membership of the Society shall cease immediately upon receipt of the notice.

Any member so resigning shall be liable for any outstanding monies owed to the Society, which shall be recovered as a debt to the Society.

A member may be expelled by the Society if the member:

- a) fails to pay any membership fee within 3 calendar months after the due date of payment or by such time period as determined by the Society; or
- b) subject to being given an opportunity to defend and to justify his, her or its conduct before the Committee, conducts activities in a manner which discredits, or is injurious to, the character or the interests of the Society.

Should the member fail to appear, or to reply to any inquiry, the Committee may proceed in the member's absence and resolve by a majority of two-thirds to empower its findings.

## **REGISTER OF MEMBERS**

1. The Committee shall keep or cause to be kept a register of members containing the:
  - a) names and addresses of each member;
  - b) the dates of the member's admission to the Society; and
  - c) any other detail as required by the Committee or Society.
2. Any member may access, update and amend their personal information contained in the register upon prior written notice to the Membership Secretary. Access to the register will be in accordance with the provisions of the Privacy Act 1988 as amended from time to time.
3. The Membership Secretary shall ensure maintenance of the register and will be responsible to the Society for all correspondence related to membership including issuing of membership renewal notices.
4. On giving written notice to the Membership Secretary, a member may have their address withheld from any mailing list.

## **RULE 4**

### **COMMITTEE**

1. The Committee shall be responsible for establishing the Society's policies, directing its activities and approving all actions pertaining to the business and management of the Society.
2. The Committee shall comprise of **12** elected members making up the following positions:
  - i. President
  - ii. Vice President
  - iii. Secretary/ Membership Secretary
  - iv. Treasurer
  - v. Immediate Past President (ex-officio position)
  - vi. Student/Early Career representative
  - vii. 6 general members
3. There shall also be an Executive Committee of the Committee to consist of the elected President, Vice President, Secretary, Treasurer, Membership Secretary and the Immediate Past President ("**Executive Committee**"). In the event that a full Committee cannot be convened the Executive Committee shall have the power to approve any or all actions pertaining to the business and management of the Society.
4. Unless expressly stated otherwise in this Constitution, the term of office for any elected member on the Committee shall be 2 years. Such members shall be eligible for a further term of 2 years + 2 years only in that position (i.e. a total of 6 years in that position). Thereafter such members shall be eligible for election to any other position on the Committee.

5. Should no nominations be received by the due date for an elected position on the Committee, nominations may be called for and accepted from the floor at the Annual General Meeting at which elections are to take place. Should there still be no nominations for an elected position on the Committee, the Committee, in its discretion, may appoint a member to fill such vacancy. The appointed member shall hold office until the next Annual General Meeting or for a period of time as the Committee deems appropriate.
6. Should any vacant position arise in the Committee, except that of President, the Committee shall fill such vacancy by appointing a member to fill the vacant position. The appointed member shall hold office for the unexpired portion of the predecessor's term or for a period of time as the Committee deems appropriate.
7. The Committee shall have the right to co-opt additional members to assist in the management of the Society. The role and voting rights of the individual co-opted members shall be determined by the Committee from time to time.
8. The Committee shall have the authority to delegate any of its powers to a sub-committee to deal with any matter upon such terms as the Committee deems appropriate. The President and Secretary shall be ex-officio members of any sub-committee.
9. The Committee shall determine the terms of reference and functions of any appointed officials or sub-committees.

## **RESPONSIBILITIES**

### **President**

The President shall:

1. be directly responsible to the members for the administration of the Society.
2. delegate Committee activities.
3. chair all Committee Meetings.
4. chair all General and *Special* Meetings.
5. perform all other duties as usually pertain to the office of the President or as directed by the Committee.

### **Vice President**

The Vice President shall:

1. fill the office of President should the president not be available to attend a committee meeting or should that office become vacant.
2. assist the President to perform the duties pertaining to that office, or as directed by the Committee.

### **Treasurer**

The Treasurer shall:

1. keep or cause to be kept, correct records showing the financial affairs of the Society.
2. manage the financial affairs of the Society.
3. prepare financial reports prior to each Committee Meeting.
4. review the financial affairs of the Society as necessary with the assistance of legal counsel or a tax adviser if necessary.



5. present the annual audited financial report at each Annual General Meeting in accordance with the requirements of the Act.
6. all cheque payments shall require two signatures. The Signatories shall be the Treasurer in conjunction with a Committee Member as nominated by the committee.

### **Secretary/Membership Secretary**

The Secretary/Membership shall:

1. be responsible for the accurate recording of all official meetings of the Society and must distribute minutes of the official meeting within 21 days of such meeting.
2. be the nominated Public Officer of the Society;
3. ensure that all records, books, documents and securities related to the operation of the Society are held in a safe place during their term of office.
4. ensure that accurate records of membership are maintained and that the details contained in the register of members are held in a safe place during their term of office.
5. be responsible for all correspondence related to membership.
6. actively promote membership to the Society.
7. prepare membership reports prior to each Committee Meeting.
8. prepare and present an annual membership report at each Annual General Meeting.

### **Immediate Past President**

1. The term of office for the Immediate Past President shall be 1 year.
2. The role of the Immediate Past President shall be to:
  - a) facilitate the transition of the newly elected President into their role as President; and

b) act as a mentor to the newly elected President and Committee.

**RULE 5**

**ELECTION AND RATIFICATION OF COMMITTEE MEMBERS**

1. Nominations of candidates for the executive positions and the 3 general categories must be received by the Secretary of the Society at least 28 days preceding the Annual General Meeting at which such elections are to take place.
2. All nominations must be submitted on the official nomination forms of the Society.
3. Candidates for election may be nominated for any position open for election provided that they be declared elected to one position only. Where a candidate is nominated for more than one position, the election for each position shall be conducted in order of the hierarchy indicated below:

Highest office:

President

Vice-President

Secretary /Membership Secretary

Treasurer

Student/Early Career Representative

Committee Members

## **RULE 6**

### **MEETINGS**

All meetings convened in accordance with the provisions of this Constitution shall also be conducted in accordance with the provisions of the Code of Conduct of the Society and any Standing Orders at the time being in force.

#### **1 ANNUAL GENERAL MEETING**

a) The Annual General Meeting shall be held on a suitable date every year.

Every financial member will receive not less than 28 days notice of such meetings.

b) Where possible, the Annual General Meeting will be held in conjunction with an AWTRS conference.

c) Quorum for an Annual General Meeting will be 15% of financial members eligible to vote.

d) The ordinary business of an Annual General Meeting shall deal with:

~~The minutes of the preceding Annual General Meeting and all of the meetings and special meetings held since the previous Annual General Meeting.~~

i) the annual reports of the Committee.

ii) the accounts and finances of the Society.

iii) the election of Committee members

iv) any other business which the Chairman of the Annual General Meeting, with absolute and unfettered discretion, determines to be business of a formal nature only, and any such determination shall be final and binding upon the meeting.

- e) All business transacted at an Annual General Meeting other than the business referred to in rule 6.1(d) shall be deemed to be Special Business. No Special Business shall be considered at an Annual General Meeting unless written notification and/or the relevant motion is received by the Secretary at least 28 days prior to the Annual General Meeting.

## **2 COMMITTEE MEETINGS**

- a) Committee Meetings shall be held at the discretion of the Committee.
- b) Notice of Committee Meetings shall be given verbally at the end of the preceding Committee Meeting.
- c) The quorum for Committee Meetings will be 6.
- d) A Committee Meeting shall be adjourned 30 minutes after the time the meeting is convened if a quorum is not present.
- e) Each Committee member shall have one vote and the President shall have a casting vote in addition to a deliberative vote.

## **RULE 7**

### **VOTING PROCEDURES**

#### **1 GENERAL VOTING PROCEDURES**

- a) All members seeking office or intending to exercise voting rights shall be current financial members.
- b) All eligible members shall have one vote only.
- c) All votes shall be given personally, by proxy or by post.
- d) Voting shall be by a show of hands or secret ballot.
  - i) Unless otherwise stipulated by this Constitution, the result of all voting procedures shall be determined by a simple majority.
  - ii) In the event of a tied vote a secret ballot shall be conducted and the result determined in accordance with Rule 7 d) i).
  - iii) In the event of a tied secret ballot the Chairman shall have the casting vote.
- e) Returning Officers and Scrutineers must not be members of the Executive Committee and must not be the nominator or seconder of candidates or motions.
- f) Any candidate or mover of a motion has the right to appoint a Scrutineer to oversee the counting of any secret ballots.

#### **2 PROXY VOTING**

A Proxy Vote must be completed on the Society's proxy voting form and signed by the member issuing the vote. The form must be received by the Secretary of the Society at least 7 (seven) days prior to the commencement of the relevant meeting at which it is intended to be used.

### **3 REFERENDUM (changed from postal referendum)**

- a) A referendum of members shall be conducted:
  - i) As a secret referendum; or
  - ii) In the following manner or in the manner as the Committee from time to time determines.
- b) The result of the referendum shall be deemed to be the result of the motion in relation to which such referendum was held.
- c) The Committee must send to all financial members within a period of 21 days after the conclusion of the meeting at which such referendum is determined to be held the following details:
  - i) The motion/s which are the subject of the referendum.
  - ii) A voting form which shall contain words and symbols which shall enable members to state whether they are for or against the stated motion/s.
  - iii) A statement which shall be prepared by the Committee and which shall contain the following:
    - A) Any relevant facts pertaining to each motion.
    - B) A summary of the arguments for and against each motion. This summary is to be derived from the discussion on the motion at the meeting at which the referendum was demanded and from the views communicated to the Committee.
    - C) A summary of the views of the Committee in relation to each motion stating the number (not names) of votes of the Committee for the motion, the number (not names) of votes of the Committee against the motion and the number (not names) of abstaining votes of the Committee.

- D) The date and time prior to which completed voting forms must be received at the registered office of the Association or any other address as stipulated in the voting forms in order to be counted.
- d) Completed voting forms must be returned for counting to the Association's registered office or other address as stipulated in the voting forms not later than 21 days from the date on which voting forms are sent to members or in accordance with the rules and regulations of the independent body conducting the referendum.
- e) In all cases where a referendum is conducted the body conducting the referendum shall be responsible for the opening and counting of voting forms. The result shall be communicated as soon as practicable to the President who shall cause such result to be communicated to the members of the Society in such manner as the President deems most appropriate.
- f) The accidental omission to send a voting form in relation to a referendum to any financial member or the failure of any such member to receive such voting form shall not invalidate the result of such referendum.



**RULE 8**

**NON-PROFIT CLAUSE**

The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members or relatives of members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society or to any member of the Society in return for any services actually rendered to the Society or reasonable and proper rental for premises let by any member to the Society.

**RULE 9**

**WINDING-UP CLAUSE**

If upon winding-up or dissolution of the Society there remains after satisfaction of all debts and liabilities any property whatsoever, such property shall be distributed to other body or bodies having similar objects or to such charitable body or bodies and which shall prohibit the distribution of its income and property among its members.

## **RULE 10**

### **AMENDMENTS**

Amendments to the constitution shall be referred to the Committee. Amendments may be voted upon either at the Annual General Meeting, or at a Special General Meeting convened for this purpose, or by **postal** referendum. The Committee shall determine which method is to be applied. If amendments are to be voted upon at the Annual General Meeting or at a Special General Meeting, they shall be submitted in writing to the committee secretary at least 28 days prior to the Annual General Meeting or Special General Meeting for this purpose. The amendments shall be debated and put to the vote and must be approved by two-thirds (2/3) of the membership voting. If the amendments are to be voted upon by referendum, the provisions of Rule 7 relating to the conduct of a referendum shall apply.

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**Dr Rachael Murray**  
*AWTRS President*  
*Brisbane, August, 2016*