

Constitution of the Australian and New Zealand Spinal Cord Injury Society (ANZSCoS)

The Australian and New Zealand Spinal Cord Society hereafter referred to as ANZSCoS has been formed in order to promote high quality management of spinal cord lesions throughout Australia and New Zealand.

The society adopts the Model Rules for associations incorporated under the Associations Incorporation Act, 1984 with the following modifications.

1. By Law 1 Objectives of ANZSCoS

- 1.1. Serve as an impartial, non political and non profit making association whose purpose is to study all problems relating to traumatic and non traumatic lesions of the spinal cord. This includes causes, prevention, basic and clinical research, medical and surgical management, clinical practice, education, rehabilitation and social reintegration. This Society will function in close collaboration with other national and international bodies, the International Spinal Cord Society in particular.
- 1.2. Provide a scientific exchange among its members and others by collecting and disseminating information through regional and international seminars, symposia, conferences, correspondence, publications, exhibits, and otherwise.
- 1.3. Devise, encourage, promote and when requested, assist in efforts to co-ordinate or guide research, development and evaluation activities related to spinal cord lesions throughout Australia and New Zealand.
- 1.4. Advise, encourage, guide and support the efforts of those responsible for the care of people with spinal cord injury and when requested correlate these activities throughout Australia and New Zealand.
- 1.5. Advise, encourage, guide and support the efforts of those responsible for the education and training of medical professionals and professionals allied to medicine and when requested correlate these activities throughout Australia and New Zealand.
- 1.6. ANZSCoS is a Non–Profit Organisation. The assets and income of the organisation shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- 1.7. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

1.8. The Executive will ensure that the Honorary Treasurer will notify the Commissioner of Taxation if ANZSCoS is no longer entitled to endorsement as an Income Tax Exempt Charity in compliance with section 50-145 of the *Income Tax Assessment Act 1997*, as set out in the Tax Office publication *Income Tax Guide for Non Profit Organisations*

2. By Law 2 Membership

2.1. Membership of ANZSCoS will be open to individuals who are members or associate members of International Spinal Cord Society (ISCoS).

3. By Law 3 Obligations and privileges of membership

3.1. The rates of annual membership subscription to be levied shall be determined by the Council of ANZSCoS on an annual basis and approved by the Annual General Meeting.

3.2. Annual subscriptions shall be payable in advance of 30 June each year.

4. By Law 4 Officers of ANZSCoS

4.1. The officers shall be President, Vice President, Honorary Secretary, and Honorary Treasurer.

4.2. The Officers shall be elected every three years by a majority vote of the voting members and proxy votes, present at the Annual General Meeting. Nominations will be made in writing, signed by two members of association and accompanied by the written consent of candidate, and received no later than 7 days prior to the AGM.

4.3. President

4.3.1. The President shall be elected to office for a period of three years and shall be eligible for one re-election.

4.3.2. The President shall be Chairperson of the Executive Committee.

4.3.3. In the event of absence or incapacity of the President he/she shall be replaced in all of his/her duties and responsibilities by the Vice President, or failing him/her, the immediate Past President, until the next Annual General Meeting when a new President shall be elected.

4.3.4. The President shall report to the Annual General Meeting of ANZSCoS.

4.4. Vice President

4.4.1. The Vice President shall be elected for a period of three years by the Annual General Meeting and shall be eligible for re-election.

4.5. Honorary Secretary

- 4.5.1. The Honorary Secretary shall hold office for three years and shall be eligible for one re-election.
- 4.5.2. The Honorary Secretary with the assistance of the Administration Officer and under the guidance of the President shall be responsible for the day to day running of the Society and shall generally supervise the keeping of all records as required by law and shall act as the public officer.
- 4.5.3. The Honorary Secretary shall be responsible for arranging all meetings of the Executive Committee, as well as giving notice, preparing agendas and circulating documents to members of the Committee.
- 4.5.4. The Honorary Secretary shall be responsible for arranging and giving notice of the Annual General Meeting to the membership of the Society and for distributing all relevant information to the voting membership of ANZSCoS.

4.6. Honorary Treasurer

- 4.6.1. The Honorary Treasurer shall hold office for three years and shall be eligible for one re-election.
- 4.6.2. The Honorary Treasurer shall be responsible for managing the finances of the Society and ensuring that correct records and accounts are maintained showing the financial affairs of ANZSCoS, including full details of all receipts and expenditure related to activities of Society, as required by law.
- 4.6.3. The Honorary Treasurer shall be responsible for the collection of subscriptions from individual members and shall make all necessary disbursements.
- 4.6.4. The Honorary Treasurer shall prepare all financial reports and submit them to the Executive Committee and to the Annual General Meeting of ANZSCoS.
- 4.6.5. ANZSCoS may reimburse reasonable expenses incurred on its behalf if agreed in advance, in writing, by the President and the Honorary Treasurer in response to the written request.
- 4.6.6. Income shall be derived from subscriptions, donations and proceeds from conferences.
- 4.6.7. No part of the proceeds or funds of ANZSCoS shall accrue to the personal benefit of any officer or member of the Society.
- 4.6.8. The fiscal year of ANZSCoS shall be from 1 July to 30 June.

5. By Law 5 Executive Committee

- 5.1. The Executive Committee of ANZSCoS shall consist of the President, the Vice President, the Honorary Secretary, the Honorary Treasurer and three ordinary members.
- 5.2. The Executive Committee shall meet at least three times per year. Participation by telephone conference will be acceptable.
- 5.3. At least one weeks' notice of such meetings shall be given to the Committee.

6. By Law 6 Changes to the Constitution

- 6.1. The members of ANZSCoS shall be given notice of at least 21 days before the date of the Annual General Meeting of any proposed amendments to the Constitution.
- 6.2. Any amendments to the Constitution require a two-thirds majority of the voting members present or by proxy at any given Annual General Meeting.

Amended June 30th 2004