



A.N.Z.A.P.N.M

Australian and New Zealand Association of Physicians in Nuclear Medicine (Inc)

Constitution

of the Australian and New Zealand Association of Physicians in Nuclear Medicine

1. Name

The name of the Association shall be the "Australian and New Zealand Association of Physicians in Nuclear Medicine".

2. Definition and Objectives

Nuclear Medicine is the medical specialty that utilises nuclear properties of radioactive and stable nuclides to make diagnostic evaluation of the anatomic and/or physiologic conditions of the body and to provide therapy with unsealed radioactive sources.

The objectives of the Association shall be:

- (a) To promote and advance the clinical practice of Nuclear Medicine in Australia.
- (b) To initiate, guide and evaluate training programmes in Nuclear Medicine.
- (c) To advise and consult with appropriate authorities on matters pertaining to Nuclear Medicine.
- (d) To represent the interests of those suitably qualified medical practitioners actively practising within the clinical discipline of Nuclear Medicine in Australia and New Zealand.
- (e) The income and property of the Association whensoever derived shall be applied solely towards the promotion of the objects of the Association as set forth herein and no proportion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the Association provided however that nothing herein shall prevent that payment in good faith of remuneration wages or salary or out of pocket expenses to any other officers, employees or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association nor prevent payment of interest not exceeding 12% per annum or current bank rate whichever is the higher on money lent or reasonable and proper rent for premises demised or let by any member of the Association.

3. Membership

There shall be a Code of Conduct which sets out the responsibilities of Members. The Code may be adopted and amended only by those mechanisms and provisions which apply to alterations of the Constitution. Actions by Members in breach of the Code of Conduct will be prejudicial to the interest and dignity of the Association.

3.1 The Association shall comprise:

- (i) Honorary Life members
- (ii) Ordinary members
- (iii) Affiliate members
- (iv) Overseas members
- (v) Inactive members
- (vi) Retired members
- (vii) Trainee members

In this Constitution, the word "member" without qualification refers to Ordinary Members.

- 3.2
- (i) Honorary Life membership of the Association may be conferred upon any person who has made outstanding contributions on behalf of the Association or generally in the field of Nuclear Medicine in Australia or New Zealand. The Council may nominate an Honorary Life member any person who in the opinion of Council merits such appointment. Such nominations shall be ratified by the affirmative vote of three-quarters of the Members present at an annual general meeting. An Honorary Life Member is not obliged to pay any subscription to the Association and may retain his/her voting rights if an existing Ordinary Member of the Association.
 - (ii) Ordinary membership of the Association shall be by election and shall apply to:
 - (a) those medical practitioners with an appropriate post-graduate qualification and appropriate training in Nuclear Medicine as determined by Council from time to time, or
 - (b) to those specialists who do not satisfy the training requirements, but whose experience and current work is, in the Council's opinion, of a standard that would be equivalent to an Ordinary Member.

In the case of (b), the President shall notify Ordinary Members of any person proposed for election under this subsection at least 30 days prior to the Council

meeting at which the nomination will be considered. An offer of Ordinary Membership shall then be determined by Council after consideration of any views expressed by its Members.

- (iii) Affiliate membership of the Association may be conferred upon any medical practitioners with special training and an active interest in Nuclear Medicine and the objectives of the Association, who do not otherwise meet the requirements of Ordinary membership.
- (iv) Overseas Membership of the Association may be conferred upon persons eligible for ordinary membership but who have temporary or permanent residence overseas.
- (v) Inactive membership of the Association may be conferred upon persons otherwise eligible for Ordinary or Affiliate membership, who have not retired and are not currently in active clinical practice in Australia or New Zealand. An Inactive Member shall apply to Council each year that he or she wishes to remain in this membership category.
- (vi) Retired membership of the Association may be conferred upon any person who has permanently retired from active clinical practice. A Retired Member may undertake a maximum of five weeks' clinical work per annum.
- (vii) Trainee membership of the Association may be conferred upon any person who has commenced but not completed advanced training in Nuclear Medicine.

3.3 Voting Rights

Only financial Ordinary Members shall have a right to vote and be eligible to hold office in the Association.

3.4 Specialist Recognition

Only Ordinary Members of the Association or those eligible for Ordinary Membership shall be recommended for recognition as Consultant Physicians or Specialists in Nuclear Medicine.

4. Council

The business of the Association shall be conducted by the Council, comprising a President, Vice-President, Honorary Treasurer, the Immediate Past President and six ordinary Councillors.

5. Election of the Council and Office Bearers

- (a) The Council shall be elected for a two year term which will terminate immediately after an Annual General Meeting of the Association. No person may be re-elected as President immediately following completion of a two year term in that office, and no person may occupy office for more than a total of six years consecutively. Council membership in all posts is

limited to eight years consecutively except that the immediate Past President shall be *ex officio* a member of the Council of the Association for a term of two years.

- (b) Nominations for the Executive (President, Vice-President, Honorary Treasurer) and the six ordinary councillors shall be called from all Members of the Association by the Executive Officer not less than 60 days before the Annual General Meeting. Nominations shall be submitted in writing to the Executive Officer not less than 40 days before this meeting and such nominations must be signed by two financial members of the Association and the nominee.
- (c) If more nominations are received than there are vacancies, a postal vote of all financial Members of the Association shall be conducted by the Executive Officer. Following election of the Executive, Councillors from at least five regions shall be elected. For this purpose, regions shall be New Zealand, New South Wales, Victoria, South Australia, Western Australia, Tasmania, Queensland and the Australian Capital Territory.
- (d) Ballot papers must be distributed not less than 28 days before the date of the Annual General Meeting and must be received by the Executive Officer not less than ten days before the Annual General Meeting.
- (e) Positions will be decided by a simple majority of votes. Persons nominated for Executive office will automatically be considered nominated for Council. A nominee achieving higher office will have his name deleted from all other ballots.
- (f) Election of the six ordinary Council members shall be by exhaustive ballot.
- (g) Casual vacancies on the Council may be filled by resolution of Council.
- (h) No Council member is entitled to receive any remuneration for acting in that capacity, but may be reimbursed for any reasonable expense he or she incurs in that capacity, subject to the determination of Council.

6. Powers and Duties of the Council

Between Annual General Meetings, the Council shall be empowered to govern and control the business of the Association, to create, appoint, direct and dissolve sub-committees and to carry into effect the directions from Annual General Meetings. The Council may appoint such officers as it shall think fit, with or without remuneration. Council shall have the power to control all monies received and after proper examination of all bills and accounts to discharge same. If there are surplus funds not required in the opinion of the said Council to defray the current expenses of the Association, then the Council shall have the authority to invest them, with the proviso that such action shall be ratified by the general membership at the next Annual General Meeting.

7. Proceedings of Council

Council shall meet for the transaction of business once a year or more frequently as decided by the Councillors. The authority for action shall be given to the Executive by the Council at such meetings.

Pertinent actions taken by the Executive or Council members between meetings shall be notified to the Executive Officer for discussion and ratified at the next meeting of Council. Council meetings shall be chaired by the President. In his or her absence those present shall appoint their own Chairman. The quorum shall be six members and all questions shall be decided by a majority of votes. When required, the Chairman shall have a second or casting vote. Council Executive shall comprise the President, Vice-President and Honorary Treasurer; if Executive action is required between Council meetings, such action must be reported and debated at the next Council meeting.

8. Audit and Auditor

- (a) The normal year for audit purposes shall be the financial year. Once at least in every year the accounts and securities of the Association shall be examined and the correctness of such accounts and of such securities and of the balance sheets ascertained by a registered auditor who shall be elected at the Annual General Meeting when he or she shall retire but shall be eligible for re-election.
- (b) In the event of the vacancy of the position of auditor through death, illness, resignation or departure from Australia, such vacancy shall be filled by the Council.
- (c) The auditor shall have the right of access at all times to the securities, books, accounts and vouchers of the Association and shall be entitled to require from the Council and Officers thereof such information and explanation as may be necessary for the performance of the duty of auditor, and the auditor shall sign a certificate at the foot of the statement of receipts and expenditure and of the balance sheet stating whether in his or her opinion the statement and the balance sheet respectively exhibit a true and correct view of the Association's affairs as shown in the books and accounts of the Association.

9. Admission of Members

Nominations for membership of the Association shall be made in writing to the Executive Officer. The nomination will be signed by the nominator and seconder, both of whom shall be financial Ordinary Members of the Association. The written consent of the nominee and a full curriculum vitae shall accompany the nomination. The Executive Officer shall give notice of all such nominations for membership to all members of Council at least seven days before the next meeting of Council. Eligibility for membership shall be determined and the nominee elected if supported by at least six members of the Council. If an application for membership is rejected by Council the nominator or seconder may appeal on behalf of the nominee to an Annual General Meeting of the Association. A successful appeal must be reconsidered by Council within 90 days.

10. Subscriptions

- (a) There shall be an annual subscription to this Association, the amount of which shall be determined by the Council. The annual subscription shall become due on the first day of April each year and be paid within three months from that date. A new member shall upon election become liable to pay a full subscription for the year of his or her election. Categories of membership other than Ordinary Members shall pay fees on an annual basis as determined by Council.

- (b) The Council may not impose any extraordinary financial levy upon the members of the Association unless such a levy has been ratified by a two thirds majority of those members present at an Annual General Meeting or an Extraordinary General Meeting. Notice of intention to request such a levy must be given to all members at the time of notification of the General Meeting.

11. Termination of Membership

Membership of the Association shall continue until it is terminated in any of the following ways:

- (a) Upon the receipt by the Executive Officer of a note of resignation signed by the resigning member.
- (b) Upon failure to pay the subscription before the last day of the financial year. Membership may be resumed at any time providing subscription for the year in which the applicant re-applies is paid in full. Council may impose an additional levy for the consideration of applications from previously lapsed members, upon such terms and conditions as determined by Council from time to time.
- (c) By expulsion from the Association. Any member who shall in the opinion of the Council have acted in any manner prejudicial to the interest or dignity of the Association may be required by the Council to show satisfactory reason for such conduct and if no explanation deemed by the Council to be satisfactory be forthcoming, the Council may recommend that his name be erased from the roll of the members and he shall thereupon cease to be a member of the Association provided that before such actions be taken, at least seven members of the Council shall be in favour of this course. The expelled member shall have the right of appeal to the next Annual General Meeting and a simple majority of the next Annual General Meeting shall determine the case.
- (d) On ceasing active participation in the field of Nuclear Medicine and therefore being ineligible for further Ordinary Membership of the Association, a member or Council may apply for a different category of membership. If Council and the member are in dispute, the matter shall be resolved at the next Annual General Meeting.

12. General Meetings

- (a) The Annual General Meeting of the Association shall be held each year. At this meeting the report of the Council and the audited accounts of the Association for the past year shall be presented. This meeting shall also consider any other business brought before it by the Council or by any financial member of the Association.
- (b) The Executive Officer shall not less than 28 days before the Annual General Meeting send to each member notice informing him or her of the date, time and place of the meeting and shall include in that notice a complete agenda for the meeting.

- (c) An Extraordinary General Meeting for the transaction of any particular business may be called at any time by the Council or upon the written request of 10% of the financial Ordinary Members of the Association stating the object for which the meeting is desired. The Executive Officer shall give notice to all Ordinary Members of any such extraordinary general meeting and the nature of the business to be discussed at least fourteen days before the date of the meeting but if a change in the Constitution of the Association or a financial levy is proposed, the Executive Officer shall give notice in writing of such proposals to all members at least 28 days before the date of the meeting. The Council shall ensure that an Extraordinary General Meeting be held within 90 days of the receipt by the Executive Officer of a proper request for such a meeting. No other business shall be presented at an Extraordinary General Meeting. A quorum for the meeting will be 30% of the financial Ordinary Members of the Association either in person or by proxy.
- (d) The Chairman for every general meeting shall be the President but in his or her absence those present shall appoint their own Chairman from such members as are present.
- (e) At every general meeting the Chairman of such meetings shall if necessary appoint two persons present to be scrutineers.
- (f) At every general meeting the voting on any matter shall be by show of hands unless a secret ballot is requested by at least two financial members. In case of need, the Chairman shall have a second or casting vote.
- (g) An Ordinary Member who is unable to attend any general meeting may appoint another Ordinary Member as his or her proxy. Proxies returned to the Executive Officer must be received by the Executive Officer not less than five days before the general meeting. A proxy vote will apply only to those motions circulated with the agenda and a holder of one or more proxy votes shall provide to the Chairman evidence of the proxy votes that he or she holds if enacted.

13. Finance

The Honorary Treasurer shall receive all funds of the Association and cause such funds to be paid into such bank or banks in the name of the Association as may be directed by the Council. He or she shall at each Annual General Meeting of the Association furnish a statement of receipts and disbursements duly audited by the auditor. The funds of the Association shall be disbursed as the Council shall from time to time direct by cheque drawn with the Association's bank account and signed by any two of the members of the Council approved for this purpose, or by any one member of Council and an Officer of the Association appointed by Council, and approved by the Council for this purpose.

14. Documents of the Association

The Executive Officer shall keep the documents of the Association and a register of the members and their addresses, and this register shall be revised annually. All notices of the Association shall be sent to each member at his or her address currently appearing in the register. Notification in this manner shall be deemed due notice of all meetings, business and subscriptions due to the Association.

15. Alterations of the Constitution

This Constitution shall not be altered or repealed and no new paragraph shall be added except by the vote of a two thirds majority of those Ordinary Members present either in person or by proxy at an Annual General Meeting or an Extraordinary General Meeting convened for this purpose. At least forty days' notice of the intention to propose any alteration to this Constitution shall be given to the Executive Officer in writing and signed by two financial Members of the Association. The Honorary Secretary shall send notice to every member with the notice of the General Meeting at which the proposals shall be considered.

16. Winding Up or Dissolution

The Association may be dissolved or wound up by a resolution adopted by not less than three quarters of the members present and voting at any General Meeting or at an Extraordinary General Meeting called for such purpose. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on this Association such institution or institutions to be determined by the members of the Association by majority in general meeting or before the time of dissolution and in default thereof by a judge of the Supreme Court of W.A. as may have jurisdiction and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

17. Seal of the Association

There shall be a Common Seal of the Association which shall be kept in the safe custody of the Executive Officer or other nominee of the Council and the said Seal shall not be used except by the authority of the Council previously given and every instrument to which the Seal is affixed shall be signed by any two members of the Executive of the Council or any member of the Executive and one Councillor appointed by the Executive for such purpose.

30 January 1987

Amended: 23 October 1994 / Amended: 26 April 1999 / Amended: 21 May 2000 /

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