



## Constitution of the Society of Crystallographers in Australia and New Zealand

(updated 12 December 2014)

### CONSTITUTION

#### *Article I: Name*

- Section 1.** The name of the Society shall be the Society of Crystallographers in Australia and New Zealand (herein “The Society”).

#### *Article II: Object*

- Section 1.** The object of this Society shall be to promote the study of the arrangement of the atoms in matter, its causes, its nature and its consequences, and of the tools and methods used in such studies.

#### *Article III: Membership*

- Section 1.** Any person actively interested in the purposes of the Society, whose application is sponsored by two members of the Society, may become a member by payment to the Treasurer of such a subscription as is specified in the Rules. All members are entitled to voting privileges and are bound by the constitution and rules of the Society.
- Section 2.** Any company corporation or other organisation may, with the approval of the Council, become a Corporate Member, on payment to the Treasurer of such a subscription as is specified in the Rules. Each Corporate Member may empower one individual to vote on its behalf in any of the deliberations of the Society. Such an individual shall have one vote.
- Section 3.** Honorary Life Membership of the Society may be granted to a person pre-eminent in Crystallography and/or one who has rendered conspicuous service to the Society. A nomination for Honorary Life Membership shall be sponsored by three members of the Society, and shall be accompanied by a supporting citation. Election of the candidate shall be by the full Council and shall be confirmed by a majority of at least two-thirds of those voting at a duly announced Business Meeting. Such Honorary Life Members shall pay no subscription to the Society, but shall be bound by the Articles and Rules of the Society and shall be entitled to normal voting privileges.

## *Article IV: Officers*

- Section 1.** The officers of the Society shall be a President, a Vice- President, a Secretary, a Treasurer, and three ordinary Council members; these seven, plus the President of the previous term, shall be members of the Council which shall have general charge of the affairs of the Society. The Council will appoint one member of the Society as Newsletter Editor.
- Section 2.** The period between elections of the Council shall be called a 'term'. A term shall not be less than ten months or greater than two years and three months. A term will normally be the period between successive National Meetings of the Society, unless the period between two successive National Meetings lies outside the limits stated this Section.
- Section 3.** (a) The President and Vice-President shall each serve for one term. The Vice-President elected for one term shall become President for the succeeding term. Having served as Vice-President and President, a person shall be ineligible for reelection as Vice-President.  
(b) The Secretary and Treasurer shall be elected for one term and shall each be eligible for reelection for not more than 3 terms consecutively.  
(c) The ordinary Council members shall have rolling tenure such that one of the three positions becomes vacant at the end of each term. If a number of the positions become vacant and are filled at the same election, then the Council member elected with the largest number of votes shall serve for the longest number of terms, and the Council member elected with the smallest number of votes shall serve for one term.
- Section 4.** At least one nomination for each office, for which elections are to be held, shall be made by a Standing Committee on Nominations. Additional nominations for any office may be made with the support of any two members.
- Section 5.** The election of officers shall be by vote at any duly announced business meeting of the Society. The person for whom the largest number of votes is cast with respect to each position shall be declared elected. In the event of a tied ballot the result of the election will be decided by lot.
- Section 6.** In the event that the office of President shall become vacant, the Vice-President shall succeed to the Presidency for the remainder of the unexpired term and will succeed in the following term in accordance with the provisions of Section 3(a) of this Article. If any other vacancy occurs in the Council, the remaining members of the Council shall appoint a member of the Society to fill that office for the duration of the term.

## *Article V: Duties of the Officers and Council*

- Section 1.** The duties of the Officers and Council of the Society shall be as follows:
1. The president
    - a. To have general administrative charge of the affairs of the Society.
    - b. To preside over all meetings of the Council.
    - c. To preside over all business meetings of the Society.
    - d. To appoint the Organising Committees of the National Meetings of the Society.
    - e. To be a member, ex-officio, of all committees, except the Standing Committee on Nominations.

- f. To appoint or nominate representatives of the Society.
2. The Vice-President
    - a. To act in place of the President when the President is not present or is unable to discharge his duties as specified in paragraph 1 of this Section.
  3. The Secretary
    - a. To keep minutes of all meetings.
    - b. To keep membership files.
    - c. To attend to correspondences and notices of the Society
    - d. To keep a dossier of precedents and procedures, and to inform Council Members, Committee Chairman, and Meeting and Program Chairmen of such precedents.
    - e. To be a member, ex-officio, of all committees, except the Standing Committee on Nominations.
  4. The Treasurer
    - a. To keep exact records of all the finances of the Society.
    - b. To maintain a bank account, and otherwise manage the financial affairs of the Society, on behalf of the Society, subject to approval of the Council.
    - c. To send out bills and collect the subscriptions of the Society.
    - d. To pay those bills of the Society whose payment has been approved by a member who has been specifically authorised by the Council.
    - e. To submit a budget for the approval of the Council.
  5. The Council
    - a. To have general charge of the affairs of the Society, determining all policies and procedures not otherwise specified in the Constitution and Rules of the Society.
    - b. To consider and act upon reports of Standing Committees.
    - c. To make an annual budget and authorise a member or members to approve expenditures under each item of the budget.
    - d. To act as Trustees of all funds and properties of the Society or to nominate no fewer than three members of the Society to act as trustees of any funds or property specified by the Council.
    - e. To determine the time and location of National Meetings of the Society, and to advise the President concerning the appointment of Organising Committees for National Meetings.
    - f. To assume such other duties as are specified in the Constitution and Rules of the Association.
  6. The Newsletter Editor
    - a. To circulate information to the members by means of such newsletters or other publications as may be decided by the Council from time to time.

*Article VI: Amendments to Constitution*

**Section 1.** An amendment to or annulment of the whole or any part of this constitution may be formally proposed either by the Council, or by any member present at a duly announced business

meeting held in connection with a National Meeting of the Society. If approved by a majority vote of those present at a duly announced business meeting held in conjunction with a National Meeting of the Society, an amendment or annulment shall be submitted for vote to the whole membership within six months after the business meeting. An affirmative vote of at least two thirds of those voting formally is necessary for the adoption of the amendment or annulment.

#### *Article VII*

- Section 1.** The income and property of the Society whensoever derived, shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of divided bonus or otherwise howsoever by way of profit to the members or relatives or members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society or to any members of the Society in return for services rendered or goods supplied to the Society or reasonable and proper rental for premises let by any member to the Society.
- Section 2.** Unless otherwise required by law, in the event of dissolution of this Society, the assets shall be distributed to, such scientific organisations as the Council may determine, such scientific organisations having objects similar to the Society and which shall prohibit the distribution of their income and property among their members.

#### *Rule I*

- Section 1.** The annual membership subscriptions for full, student and corporate members shall be set by Council. Members who are past the age of 60 and have been full members for no less than ten consecutive years shall be eligible to apply for retirement membership for a one-off payment of the equivalent of five times the current full membership rate. Admission to retirement membership must be approved by Council. Council may also approve retirement membership for members who do not fit this criteria, but only in very special circumstances. Members who pay the subscription by April 1st of the year in which it applies will be entitled to a discount as set by Council.
- Section 2.** Bills for annual membership subscriptions shall be sent during September or early October preceding the year to which they apply, requesting payment to arrive not later than November 30. Members whose subscriptions are not paid will be kept on the membership list for one year. Members still in arrears at the end of the year will be dropped from the membership list.
- Section 3.** Members desiring to terminate their membership in good standing shall submit resignations to reach the Treasurer not later than December 31 of the last year of membership. A former member who resigned in good standing will be reinstated upon request and payment of the subscription for the year in which the request is made. A former member whose membership was terminated not in good standing, will be reinstated upon request and payment of the subscription for the year in arrears plus the subscription for the year of reinstatement.
- Section 4.** Any person who joins the Society after June 30 of any year may elect to have his membership start on January 1 of the following year by so indicating on his application.

**Section 5.** All of the publications of the Society issued during any calendar year for free distribution to the members shall be sent to each member of the Society who pays the subscription for that year insofar as copies of the publications are still available at the time of the payment.

### *Rule II: Meetings*

**Section 1.** Meetings shall be held at such times and places as designated by the Council. Notices of all meetings of the Society shall be mailed to the membership a reasonable time in advance.

**Section 2.** A business meeting shall be held in connection with every National Meeting of the Society. Due notice of this meeting shall be given to the membership.

**Section 3.** At all meetings of members for the transaction of business, a quorum shall consist of One sixth of the members or twenty five members, whichever shall be less, present in person, except as otherwise provided by law.

### *Rule III: Committees*

**Section 1.** The committees of the Association shall be: (a) Standing Committee and (b) Temporary Committees.

**Section 2.** Standing Committees shall be those whose functions are of a more permanent nature, and shall be listed in the Rules, Section 6, below. These Committees shall report and, if necessary, make recommendations to the Council. While the investigative competences of the Standing Committees are unlimited, they are not to take actions involving the Society funds or prestige, nor use the Society name to solicit funds, nor commit the membership or the officers of the Society to a course of action without the approval of the Council.

**Section 3.** Each Standing Committee shall have three members with rolling tenure such that one of the three positions become vacant at the end of each term as previously defined in Article IV, Section 2. Members of Standing Committees shall each serve for three terms and shall be eligible for re-election but shall not serve for more than six consecutive terms. The longest serving member of each Standing Committee shall be Chairman. In the case of the formation of a new Standing Committee the initial members shall be elected for three terms, two terms and one term, respectively.

**Section 4.** In the case of a vacancy on any Standing Committee, the remaining members of the Committee may appoint another member to fill the unexpired term.

**Section 5.** Standing Committees may appoint sub-committees to assist them when necessary.

**Section 6.** The Standing Committees of the Association shall be: (a) the Nominations Committee

**Section 7.** Committees whose functions are of only a limited nature shall be classed as Temporary Committees. The President may appoint such Committees on the advice of the Council. Any such Committee shall cease to exist immediately following the acceptance of its final report by the Council.

*Rule IV: Election of Officers and Standing Committees*

- Section 1.** (a) One week before each duly announced business meeting of the Society, the Secretary shall announce the list of nominations proposed by the Nominations Committee for all the positions for which vacancies will occur. For each of those positions the Secretary shall invite additional nominations to be proposed by two members at that meeting.
- (b) The election of officers shall then be undertaken by vote at the aforementioned meeting. Members who are not present at the meeting may assign a proxy to a nominated member through the Secretary no less than 24 hours before the meeting. The person for whom the largest number of votes is cast with respect to each position shall be declared elected. In the event of a tied ballot the result of the election will be decided by lot.

*Rule V: Amendments to Rules*

- Section 1.** An amendment to these Rules may be proposed either by the Council or by any two members.
- Section 2.** These Rules may be amended or suspended by a two-thirds affirmative vote of the members present at any duly announced business meeting of the Society.