

AUSTRALIAN SLEEP TECHNOLOGISTS ASSOCIATION

Constitution



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1. Name

The name of the organisation shall be " Australasian Sleep Technologists Association", hereinafter known as "The Association".

2. Interpretation

Hereinafter -

2.1 "Committee" shall mean the Executive Committee of the Association.

2.2 "Member" shall mean a member of the Association.

2.3 Words in the masculine gender shall include the feminine gender.

2.4 Words in the singular shall include the plural and words in the plural shall include the singular.

2.5 "Voting Member" means ordinary member.

2.6 "Act" shall mean the Associations Incorporation Act 1981.

3. Objectives

The objectives of the Association shall be:

3.1 To foster communication via the newsletter and the Annual General Meeting.

3.2 To encourage research via the Annual Scientific Meeting and by Regional Meetings.

3.3 To affiliate with allied groups via the Annual General Meeting, satellite meetings, the ASA (Australasian Sleep Association) Representative and APT (Association of Polysomnographic Technologists) Representative.

3.3 To address issues critical to the growth and advancement of our field via the Education Subcommittee.

4. Membership

There will be three classes of membership; ordinary members, honorary members and sustaining members.

4.1 Ordinary Members

Individuals working in the field of sleep medicine or sleep research are eligible for ordinary membership. Application for membership must be submitted in writing on the membership form (as set by the Committee) to the Committee for consideration. Once approved by the Committee and upon payment of the annual subscription fee an individual shall then be admitted as an Ordinary member.

4.2 Honorary Members

Honorary membership is reserved for individuals who have demonstrated excellence in the fields of sleep medicine or sleep research or who have made a significant contribution to the Association. An individual shall become an Honorary member after recommendation by the Committee and approval by the membership at the Annual General Meeting. An Honorary member shall not pay a membership fee, will not have any voting rights nor be eligible to hold office on the executive.

4.3 Sustaining Members

Sustaining members shall be those companies or businesses or their representatives who have shown interest in the Association, who wish to support the aims and objectives of the Association. Sustaining members must be approved by the Committee and shall become a member upon the payment of a membership fee. Sustaining members shall not be entitled to vote.

Members are those individuals whose membership fees have been paid in full for the current financial year or who are honorary members. Members shall be entitled to the following privileges- regular newsletters to which members may contribute free of charge, notification of meetings and discounted registration fees for the National Meeting. New members shall be sent a copy of the constitution. Members shall abide by the conditions set out in the constitution.

4.4 Members of ASTA are prohibited from private pecuniary gain from the Association.

4.5 Persons are able to be reimbursed for expenditure incurred and paid reasonable remuneration for services rendered.

5. Membership Fees

5.1 Membership fees for ordinary, associate and sustaining members shall be set by the Committee.

5.2 Annual membership fees are payable at the commencement of each financial year. (July 1st)

5.3 New or renewal membership will be accepted throughout the year.

6. Cessation of Membership

6.1 Membership shall cease if a member:

6.1.1 Is declared unfinancial after non payment of fees for 6 months after the end of each financial year.

6.1.2 Resigns.

6.1.3 Is expelled by a simple majority vote of the membership.

6.1.4 Deceases.

6.2 Membership shall cease if a member no longer satisfies the criteria for membership.

7. Executive Committee

7.1 The Committee shall consist of:

7.1.1 President

7.1.2 Secretary

7.1.3 Treasurer

7.1.4 Newsletter Editor

7.1.5 Member at large

7.2 These office bearers shall be nominated from the membership and elected by a simple majority of voting members at an Annual General Meeting. The term of office of the Committee shall be two Annual General Meetings.

8. Powers and Duties of the Executive Committee

8.1 The Committee shall abide by the Constitution.

8.2 The Committee shall meet at least every three months.

8.3 The quorum of the Committee shall be three.

8.4 The Secretary of the Association shall keep minutes of the resolutions and proceedings of each Annual General Meeting and each Committee Meeting together with a record of the names of persons present at Committee Meetings. A copy of the minutes of Committee Meetings should be sent to each State Representative and a copy of the minutes of Annual General Meetings should be sent to each member.

The Secretary shall maintain the register of members full name, address and date of entry.

8.5 The Treasurer shall be responsible for the receipt of all monies and for its appropriate distribution. The Treasurer is to document all such transactions. The treasurer shall report on the associations assets and liabilities at the Annual General Meeting. A copy of this report should be included in the newsletter immediately following such meeting for the benefit of members unable to attend the meeting. Cheques of the Association must be signed for by two members of the Association.

8.6 The newsletter editor shall be responsible for the distribution of four newsletters per calendar year.

8.7 The member at large shall assist the Committee in communication with the membership.

9. Subcommittees

9.1 The Association shall have a standing Education Subcommittee whose responsibilities are to organise registration of Technologists in Australia and general improvement in the education of members.

9.2 At the suggestion of the membership any other subcommittee may be set up to perform a particular task, which is in accordance with the Associations objectives, for the Association.

9.3 Members on a subcommittee shall be nominated and elected, by a simple majority of voting members at each Annual General Meeting.

10. Executive Committee Position Descriptions

10.1 President – Position Description

It is the primary function of the President to ensure all Association activities abide by the Constitution of the Association, and meet the objectives of the Association. The President must work closely with other members of the Executive Committee.

The President has full voting rights on the Executive Committee. The President shall Chair the Annual General Meeting and shall not cast a vote unless there is need for a casting vote. (Also consult ASTA Constitution, Executive Duties & Executive Duties Calendar documents).

Appointment and Accountability:

- The President is elected by a simple majority of voting members at the Annual General Meeting, or, if the appointment is made due to the early resignation/retirement of an incumbent, in accordance with Association by-laws.
- The term of office is 2 years, or, if the appointment is made due to the early retirement of an incumbent, until the term would have expired. Multiple terms may be served. (Note: on completion of term the President assumes the role of “Immediate Past President” and completes a further 2 year term on the Executive Committee).
- The President reports to ASTA membership at the Annual General Meeting.

Requirements of the position:

- Membership of ASTA.
- BRPT certification is desirable but not essential.
- Knowledge of the internal workings and structure of the ASTA, including Constitution and by-laws is essential.
- It would be expected the President would have significant previous experience at the management level.

Responsibilities:

- Abide by the Constitution and by-laws of the Association.
- Carry out such duties as the Constitution, by-laws, Executive or Association deems necessary.
- Organisation of, and chairing regular Executive Committee Meetings.
- Chair Annual General Meeting.
- Open and Close Annual Scientific Meeting.
- Provide regular “Presidents Report” to the Newsletter Editor.
- Ensure Association activities meet with Aims & Objectives of the Association.
- Act as ASTA spokesperson with related professional bodies.

Immediate Past President responsibilities include:

- *ex officio* non-voting member of the Executive Committee.
- Act as Returning Officer during Annual Scientific Meeting.

10.2 Secretary – Position Description

The principle roles of the Secretary are to: assist in the leadership of the Association by active participation at Executive Committee level; to act as the main Association contact point (for both internal and external issues); and to maintain accurate records of all Association activities. The Secretary sits on the ASTA Executive Committee (Item 8.3 and 8.4 of Constitution). The Secretary has full voting rights at Executive Committee meetings.

Appointment and Accountability

- The Secretary shall be nominated from the membership and elected by a simple majority of voting members at an Annual General Meeting, or, if the appointment is made due to the early resignation/retirement of an incumbent, the Committee will appoint a replacement (Item 13 of Constitution).
- The term of office shall be two Annual General Meetings.

Requirements of the position include

- Membership of ASTA.
- Knowledge of the internal workings and structure of ASTA, including the Constitution.

Responsibilities

- Abide by the Constitution of the Association.
- Carry out such duties as the Constitution, Executive, or Association deems necessary.
- Work closely with the President and Treasurer to ensure the Executive Committee provides effective and vigorous leadership for the Association.
- Maintain accurate records of Association Membership, including members full name, address and date of entry.
- Maintain accurate records of all Association Activities.
- Organise executive and general meetings, including assisting in preparation of agenda, organisation of venues, preparation and dissemination of relevant documents etc.
- Record and disseminate the minutes of executive meetings to the Regional Representatives.
- Record and disseminate the minutes of Annual General Meetings to each member.
- Function as main contact point for all enquiries in relation to Association Activities.
- In association with the Treasurer notifies membership of Annual Membership Fee.

10.3 Treasurer – Position Description

The primary function of the Treasurer is as follows:

- Maintain accurate financial records for the association.
- Receipt of all monies to the association.
- Banking of all monies received by the association.
- Disbursement of monies at the direction of the executive committee.
- Ensuring that the associations accounts are audited at the end of each financial year and provision of the auditors report at the AGM.

The Treasurer sits on the executive committee and has full voting rights at the committee meetings and at the Annual General Meeting.

Appointment and Accountability

The Treasurer is elected by a simple majority of voting members at the AGM or if the appointment is made due to early retirement for the remainder of the term of the previous incumbent (in accordance to the constitution).

- The term of office is for 2 annual general meetings.

- The Treasurer must provide an annual report to the AGM which is circulated a month prior to the AGM.

Requirements of the position

- Current member of ASTA.
- Able to maintain accurate records and a knowledge of simple accounting methods.

Responsibilities

- Abide by Constitution of the association.
- Carry out duties as directed by the constitution and as deemed necessary by the executive.
- Maintains accurate financial records for the association.
- Receives and disburses all funds as required and directed by the Executive.
- Arranges annual audit of the associations accounts at the end of each financial year.
- Prepares a report for circulation one month prior to the AGM on the associations current financial history.
- Provides the executive with accurate information on the financial position of the association at each executive meeting.
- Maintains records as required by the Australian Taxation Office of the association's non profit status.

11. Regional Representatives

11.1 A member from each region (regions are to be specified by the Committee) will be nominated and elected, by a simple majority of voting members at each Annual General Meeting, to represent the members from that region. The role of the regional representative is to promote the activities of the association in their region. The regional representative is to encourage and facilitate communication between their regional membership and the Committee.

12. ASA Representative

12.1 A member (who is also a standing member of the ASA) will be nominated and elected, by a simple majority of voting members at each Annual General Meeting, to be the Association's ASA Representative. The role of the ASA Representative is to report on the activities of the Association to the ASA and to report to the Association on the activities of the ASA. These reports may take the form of a verbal report at the ASTA or ASA Annual General Meetings or a written report, whichever is appropriate.

13. AAST (American Association of Sleep technologists) Representative – formerly named APT

13.1 A member (who is also a standing member of the AAST) will be nominated and elected, by a simple majority of voting members at each Annual General Meeting, to be the Association's AAST Representative. The role of the AAST Representative is to report on the activities of the Association to the AAST and to report to the Association on the activities of the AAST.

14. Termination of Office Bearers

14.1 An office bearer (i.e. a member of the Committee, a member of a Subcommittee, a Regional Representative or the ASA Representative) shall cease to be an office bearer on the occurrence of any of the following:

14.1.1 Receipt by the Committee of a written resignation signed by the resigning member.

14.1.2 Cessation of membership.

14.2 The Committee shall appoint a replacement until such time as a vote at the next Annual General Meeting or postal vote, as deemed appropriate by the Committee.

15. Annual General Meeting

15.1 The Annual General Meeting shall be held for the following purposes:

15.1.1 To confirm the minutes of the last preceding Annual General Meeting.

15.1.2 To receive reports on the years' activities.

15.1.3 To receive the audited financial statement for the calendar year preceding the Annual General Meeting.

15.1.4 To elect such members of the Committee, Subcommittees, Regional Representatives, the ASA Representative and APT Representative as specified by clauses 7.2, 9.3, 10.1, 11.1 and 12.1 respectively.

15.1.5 To discuss any business brought before the meeting.

15.2 Notice of the Annual General Meeting shall be given to all members by way of writing not less than three months prior to such meeting. The agenda for the Annual General Meeting shall be circulated to all members, by way of writing, not less than four weeks prior to such meeting.

15.3 The current President shall be the chairperson at the Annual General Meeting and shall not cast a vote except where there is need for a casting vote.

15.4 A voting member of the Association unable to attend the Annual General Meeting may cast a postal vote by notifying the Secretary or the President in writing.

15.5 The Returning Officer shall be the immediate past president or a member nominated by the President.

15.6 Voting at the Annual General Meeting shall be by a show of hands of voting members and by simple majority.

15.7 The quorum of an Annual General Meeting shall be 20 members or 25% of membership, whichever is the lesser.

15.8 In the event of an Annual General Meeting failing to take place, or a matter arising that needs to be dealt with before the next Annual General Meeting, all business may be conducted by mail with the voting being carried out by postal ballot. This constitution shall only be altered by a two-thirds majority of voting members attending the Annual General Meeting or by postal ballot by a two-thirds majority of eligible voting members of the Association.

16. Winding Up of the Association

In the event of winding up or cancellation of the Association, the assets of the association are to be transferred to another non-profit body.

17. Amendments to the constitution should not affect clauses 4.4, 4.5 and 15.