

**CONSTITUTION**  
**of**  
**THE AUSTRALASIAN RADIATION PROTECTION SOCIETY**  
**INCORPORATED**

**Incorporated Under The Associations Incorporation Act 1985 (S.A.) (As Amended)**  
(Adopted March 1988, amended May 2000 and May 2006)

**1) NAME**

The name of the Incorporated Association is the “Australasian Radiation Protection Society Incorporated” referred to herein as “ARPS”.

**2) DEFINITIONS AND INTERPRETATION**

In this Constitution the following definitions apply, unless otherwise specified :-

“**Act**” means the Associations Incorporation Act 1985 (S.A.) as amended ;

“**ARPS**” is the abbreviated name of the Society

“**Commission**” means the Corporate Affairs Commission of South Australia.

“**Constitution**” means this Constitution, as amended, substituted or supplemented from time to time”;

“**Executive**” means the Executive Committee of ARPS

“**Financial Reviewer**” has the meaning given to it in this Constitution

“**General Meeting**” means a meeting of members of ARPS convened in accordance with this Constitution for the conduct of business by the consideration of resolutions.

“**Member**” means an Honorary Fellow, Fellow, Life Member, Member, Associate, Affiliate, **Student Member** or Corporate Member of ARPS.

“**Office**” means any of the offices of President, Vice President, Immediate Past President, Secretary, Treasurer or Registrar.

“**Person**” means a natural person and any partnership, association or entity whether incorporated or not ;

“**Radiation protection**” means the protection of individuals, their progeny, people and the environment from the harmful effects of ionising and non-ionising radiation, whilst allowing necessary activities from which radiation exposure might result.

“**Regulations**” means the Associations Regulations, 1985, of South Australia as amended ;

“**Scientific Meeting**” means a meeting for discussion of scientific or technical topics related to radiation protection.

“**Secretary**” means any person appointed as the Secretary of the Society and includes any assistant or acting Secretary;

“**Society**” means the Australasian Radiation Protection Society Incorporated.

“**Term**” in relation to the Executive means the period between the closure of two successive Annual General Meetings.

**3) CODE OF ETHICS**

- a) The Society shall adopt in a General Meeting a Code of Ethics, which may be varied from time to time.
- b) ARPS members of all grades are to conduct themselves in all of their radiation protection dealings in accordance with the ARPS Code of Ethics. Actions considered by the Executive to constitute a breach of ethics may constitute grounds for termination of membership.

#### 4) OBJECTIVES AND ACTIVITIES

- a) The primary objective of the Society shall be to promote the principles and practice of radiation protection.
- b) The activities of the Society shall be those appropriate to the accomplishment of the primary objective. The Society shall:
  - i) establish and maintain professional standards of radiation protection practice,
  - ii) encourage co-operation among persons engaged in radiation protection activities,
  - iii) provide for and give support to scientific meetings,
  - iv) encourage publications in the field of radiation protection, and
  - v) undertake any other appropriate activity.

#### 5) MEMBERSHIP - GRADES, APPLICATIONS AND TRANSFERS

- a) The grades of membership shall be: Honorary Fellow, Fellow, Life Member, Member, Associate, Affiliate, Student Member and Corporate Member.
- b) Any person who applies for election to the grade of **Fellow** shall be proposed by a Fellow or Honorary Fellow and seconded by another Fellow or Honorary Fellow. The application shall be made in writing, signed by the applicant, proposer and seconder and shall be in such form and accompanied by such fee as the Executive shall prescribe from time to time. Upon election of the applicant by the Executive and upon payment of the first annual subscription the applicant shall be a Fellow of ARPS. Fellows of ARPS shall be entitled to use the designation "FARPS" after their names.
- c) Any person who applies for election to the grade of **Member** shall be proposed by a Fellow, Honorary Fellow, Member or Life Member and seconded by another Fellow, Honorary Fellow, Member or Life Member. The application shall be made in writing, signed by the applicant, proposer and seconder and shall be in such form and accompanied by such fee as the Executive shall prescribe from time to time. Upon election of the applicant by the Executive and upon payment of the first annual subscription the applicant shall be a Member of the Society. Members of ARPS shall be entitled to use the designation "MARPS" after their names.
- d) No election or transfer to the grades of Member or Fellow shall be determined unless a written recommendation made by the Registrar on the application has been circulated to the Executive at least ten days prior to the date set for the relevant Executive meeting. An Executive member may appoint a proxy from amongst the Executive to vote on such application.
- e) Any person who applies for election to the grade of **Associate Member** shall be proposed by a member and seconded by another member, neither of whom is an Affiliate or Corporate Member. The application shall be made in writing, signed by the applicant, proposer and seconder and shall be in such form and accompanied by such fee as the Executive shall prescribe from time to time. Upon election of the applicant by the Executive and upon payment of the first annual subscription the applicant shall be an Associate of the Society.
- f) Applications to become an **Affiliate** or **Corporate Member** shall be made in writing, in such form and accompanied by such fee as the Executive shall prescribe from time to time. Upon election of the applicant by the Executive and upon payment of the first annual subscription the applicant shall be an Affiliate or Corporate Member as the case may be.

- g) The Executive may from time to time elect or transfer to the grade of **Honorary Fellow** persons who have rendered outstanding service to the profession of radiation protection. Such persons shall have the status, rights and duties of Fellows, but shall not be required to pay annual subscriptions. Honorary Fellows of ARPS shall be entitled to use the designation "Hon.FARPS" after their names.
- h) The Executive may from time to time elect or transfer to the grade of **Life Member** persons who have rendered valuable service to ARPS or to the profession of radiation protection over a substantial number of years. Life members shall have the status, rights and duties of Members, but shall not be required to pay annual subscriptions.
- i) Any person who applies for election to the grade of **Student Member** shall be proposed by a member and seconded by another member, neither of whom is an Affiliate or Corporate Member. The application shall be made in writing, signed by the applicant, proposer and seconder and shall be in such form and accompanied by such fee as the Executive shall prescribe from time to time. Upon election of the applicant by the Executive and upon payment of the first annual subscription the applicant shall be a Student Member of the Society.

## 6) MEMBERSHIP QUALIFICATIONS

- a) Fellows: Every applicant for election or transfer to the grade of Fellow shall
  - i) have graduated from a minimum three year, full time equivalent, degree or diploma course which is so recognised by the Australian Council on Tertiary Awards, or in exceptional circumstances present such evidence of equivalent study and/or experience as shall satisfy the Committee, and
  - ii) have completed a minimum one-year full-time equivalent course in radiation protection at postgraduate level, or present such other evidence of study and expertise in radiation protection as shall satisfy the Committee, and
  - iii) have been regularly and substantially engaged in one or more appropriate aspects of radiation protection for at least five years at a level of competence and responsibility which shall satisfy the Committee, and
  - iv) be so engaged at the time of such application, and
  - v) have made a significant contribution to the field of radiation protection.
- b) Members: Every applicant for election or transfer to the grade of Member shall
  - i) have graduated from a minimum three year, full time equivalent, degree or diploma course which is so recognised by the Australian Council on Tertiary Awards, or in exceptional circumstances present such evidence of equivalent study and/or experience as shall satisfy the Committee, and
  - ii) have been regularly and substantially engaged in one or more appropriate aspects of radiation protection for at least one year at a level of competence and responsibility which shall satisfy the Committee, and
  - iii) be so engaged at the time of such application.
- c) Associates: Every applicant for election or transfer to the grade of Associate shall
  - i) be ineligible for election to the grade of Member, and
  - ii) at the time of such application be regularly engaged in one or more appropriate aspects of radiation protection at a level of competence which shall satisfy the Committee.
- d) Affiliates: Every candidate for election to the grade of Affiliate shall be ineligible for election to the grade of Associate Member or higher grade of membership and shall have

interests in the field of radiation protection or related sciences.

- e) Corporate Members: Every organisation seeking election to the grade of Corporate Member shall satisfy the Committee that it wishes to promote the objective and some or all of the activities of ARPS. A Corporate Member shall be entitled to nominate from time to time a person who need not be a member to take part in the activities of ARPS as its representative.
- f) Subject to Clauses 17(n) and 17(o), all members shall be entitled to participate in all activities of ARPS, except that Associates, Affiliates and Corporate Members shall not be eligible to hold Office.

## **7) SUBSCRIPTIONS**

- a) The subscription fees for each class of membership shall be such sum as the members shall determine from time to time in general meeting.
- b) The subscription fees of each class of membership shall be payable annually on 1 January or on such other date as the Committee shall determine from time to time.
- c) Any member whose subscription is overdue on the date of a general meeting or on the closing date for a postal ballot shall not be entitled to vote at that meeting or in that ballot.
- d) Any member whose subscription is outstanding for more than twelve months after the due date for payment shall cease to be a member, provided always that the Committee may reinstate membership on such terms as it thinks fit.

## **8) RESIGNATION AND RETIREMENT**

- a) A member may resign from membership of ARPS by giving written notice thereof to the secretary of ARPS. Any member so resigning shall be liable for any outstanding subscriptions which shall be recovered as a debt due to ARPS.
- b) A Fellow or Member who ceases to be active in radiation protection work may elect to become an Associate.
- c) ARPS may establish concessional rates of subscription for retired or unemployed members.

## **9) THE EXECUTIVE COMMITTEE**

- a) The affairs of ARPS shall be managed and controlled by the Committee which in addition to any powers and authorities conferred by this constitution may exercise all such powers and do all such things as are appropriate to the objectives of ARPS, and are not by the Act or by this constitution required to be done by ARPS in general meeting.
- b) The Committee shall have power to appoint such officers and employees as are required to achieve the objectives of ARPS including a public officer required by the Act and may delegate any of its powers to such officers and employees.
- c) Subject to subclauses (d) and (h) the Committee shall be comprised of a President, Vice President, Immediate Past President, Secretary, Treasurer and Registrar together with other Committee members up to a total of fourteen persons. All Officers shall be Honorary Fellows, Fellows, Members or Life Members.

- d) If a member who is not an elected Officer or member of the Committee is or becomes a member of the Executive Council of the International Radiation Protection Association (IRPA), the IRPA International Congress Organising Committee or the IRPA International Congress Programme Committee, he/she shall be a member of the ARPS Executive Committee ex officio. In determining the size of the Committee for the purposes of subclause (c) above, such a member shall not be counted.
- e) Subject to subclauses (c) and (h) the Committee may appoint a member not being a Corporate Member to fill a casual vacancy. Such a Committee member may serve until the next annual general meeting and shall be eligible for reappointment.
- f) No member shall be eligible to stand for election to the committee unless proposed and seconded by the retiring committee or by two members of ARPS. All nominations shall be signed by the proposer and seconder, and by the nominee to signify willingness to stand for election. At least twelve weeks before the date fixed for the annual general meeting, the secretary shall send to all members the committee's nominations for the Offices together with an invitation to make other nominations. Other nominations shall be delivered to the secretary of ARPS not less than eight weeks prior to the date of the meeting.
- g) All Committee members shall serve for one Term and shall be eligible for re-election except that the office of President shall not be held by the same person for more than two Terms consecutively, the office of Vice President shall not be held by the same person for more than two Terms consecutively, and the Immediate Past President shall hold office for one Term from the conclusion of his/her term as President.
- h) Notice of all persons seeking election to the Committee shall be given to all members with the notice calling the general meeting at which the election is to take place. The Committee shall be elected by postal ballot subject to Clause 19 below.
- i) If not more than the required number of persons is nominated to fill Committee vacancies the secretary shall report accordingly to the annual general meeting and the chairperson shall declare such persons duly elected as Committee members.
- j) The newly-elected Committee shall serve from the close of each annual general meeting.
- k) The Committee may appoint Sub-committees with such Terms of Reference as may be desirable. Sub-committees shall be advisory to the Committee and shall not possess any executive powers. Any person may be appointed to a Sub-committee. The President, Vice President and Secretary shall be ex-officio members of all Subcommittees.

## **10) DISQUALIFICATION OF COMMITTEE MEMBERS**

The office of a Committee member shall become vacant if a Committee member is:

- a) disqualified by the Act
- b) has their membership terminated under Clause 3(b)
- c) permanently incapacitated by ill health.

## **11) PROCEEDINGS OF EXECUTIVE**

- a) Meetings of the Executive may be held in person or by electronic media

- b) Subject to Clause 4(g) questions arising at any meeting of the Executive shall be decided by a majority of votes. The chair shall have only a casting vote.
- c) A quorum for a meeting of the Executive shall be four members.
- d) An Executive member having a pecuniary interest in a contract with ARPS must disclose that interest to the Executive as required by the Act and shall not vote with respect to that contract.

## **12) FINANCIAL AND MEMBERSHIP YEAR**

The first financial year of ARPS shall be the period from the date of incorporation until 31st December 1988, and thereafter a period of 12 months ending on 31<sup>st</sup> December each year until 31<sup>st</sup> December 2004. The transitional financial year after 31<sup>st</sup> December 2004 shall be the period 1<sup>st</sup> January 2005 until 30<sup>th</sup> June 2005. Subsequent financial years shall be from 1<sup>st</sup> July 2005 for periods of 12 months finishing on 30<sup>th</sup> June each year. The membership year shall be the period from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

## **13) BORROWING POWERS**

- a) ARPS may borrow money from banks or other financial institutions on such terms and conditions as may be determined by the Committee from time to time.
- b) Subject to section 53 of the Act ARPS may invite and accept deposits of money from any person on such terms and conditions as may be determined by the Committee from time to time.

## **14) CONSTITUTION**

- a) Subject to approval by a Special Resolution of the members of ARPS this constitution may be altered (including an alteration to name) or be rescinded and replaced by a substituted constitution. Such an alteration shall be registered with the Commission as required by the Act, and shall be communicated to the International Radiation Protection Association.
- b) The registered constitution shall bind ARPS and every member to the same extent as if they had respectively signed and sealed it and agreed to be bound by all of the provisions thereof.

## **15) THE SEAL**

- a) ARPS shall have a common seal upon which its corporate name shall appear in legible characters.
- b) The seal shall not be used without the express authorisation of the Committee and every use of the seal shall be entered in the minute record of ARPS. The affixing of the seal shall be witnessed by the President, Vice President or Secretary.
- c) The seal shall be kept in the custody of the Secretary or such other person as the Committee may from time to time decide.

## **16) GENERAL MEETINGS**

- a) The Committee may call a special general meeting of ARPS at any time and shall call an annual general meeting in accordance with the Act.

- b) The annual general meeting shall be held before the first of December in each year.
- c) At least twenty-eight days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the business to be transacted at the meeting. In the case of an annual general meeting, the business shall include the consideration of the accounts and reports of the Committee and of the Auditor, the appointment of the Auditor and Committee members if required, and any other business requiring consideration by ARPS in general meeting.
- d) Upon a requisition in writing of not less than five members, the Committee shall within two months of the receipt of the requisition convene a special general meeting for the purpose specified in the requisition.
- e) Every requisition for a special general meeting shall be signed by the members making the same and shall state the purpose of the meeting.
- f) If a special general meeting is not convened within two months as required by Clause 16.(d) the requisitioners may convene a special general meeting. Such a meeting shall be convened in the same manner as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitioners are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by ARPS.
- g) A notice may be given by ARPS to any member by serving the member with the notice personally or by sending it by post to the address appearing in the register of members. Where a notice is sent by post service of the notice shall be deemed to be effected if it is properly addressed and posted to the member by ordinary prepaid mail.

## **17) PROCEEDINGS AT GENERAL MEETINGS**

- a) Ten members other than Corporate Members' nominees and Affiliates present in person shall constitute a quorum at any general meeting; except that when any matter affecting the relationship between ARPS and the International Radiation Protection Association is under discussion, a quorum shall be ten members other than Corporate Members' nominees, Affiliates and Associates present in person.
- b) If within thirty minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In every other case, the meeting shall stand adjourned to such time and place as the Committee shall decide; however the Committee may resolve to complete all or part of the business of the adjourned meeting by a postal ballot.
- c) The President or if there is no President, then the Vice President or in their absence, or on their declining to take, or retiring from the chair, one of the Committee members chosen by the meeting shall preside as chairperson at every general meeting of ARPS.
- d) If there is no such chairperson present within five minutes after the time appointed for holding the meeting, the members present may choose one of their number to take the chair.
- e) The chairperson may with the consent of any general meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting

other than the business left unfinished at the meeting from which the adjournment took place.

- f) When a general meeting is adjourned for 35 days or more, notice of the meeting shall be given as if that meeting were an original meeting of members.
- g) Subject to this constitution each member present in person or by proxy shall be entitled to one vote.
- h) At any general meeting, a resolution put to a vote shall be decided on a show of hands, and a declaration by the chair that a resolution has been carried or lost, shall unless a poll is demanded be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.
- i) If a poll is demanded by the chair or by three or more members present, it shall be taken in such manner as the chair directs. The result of such poll shall be the resolution of the meeting.
- j) A poll demanded on the election of a chairperson of a general meeting or on any question of an adjournment, shall be taken at the meeting and without adjournment.
- k) The chairperson of any general meeting shall have only a casting vote.
- l) A general meeting may resolve to put any resolution to a postal ballot subject to Clause 19. A general meeting may resolve to amend any proposed Special Resolution, in which case the proposed resolution as amended shall be put to a postal ballot subject to Clause 19.
- m) Any Special Resolution shall take effect at the end of the meeting at which it is approved, or upon such later date as shall be resolved by that or a prior general meeting.
- n) Associates shall not vote on any matter affecting the relationship between ARPS and the International Radiation Protection Association.
- o) Corporate Members and Affiliates shall not vote at meetings of ARPS, nor in postal ballots.
- p) The proceedings of general meetings shall not be made available to the news media except by resolution of the Committee.

## **18) PROXIES**

A member not being an Affiliate, Student Member or Corporate Member shall be entitled to appoint in writing a member other than an Affiliate, Student Member or a Corporate Member to be his/her proxy and attend and vote at any general meeting of ARPS.

Proxies provided via email or fax are acceptable provided such proxies are provided to the Secretary prior to the matter under consideration being determined.

## **19) POSTAL BALLOTS**

- a) A postal ballot may be called for either by a general meeting, or by the Committee. The resolution to be voted upon must be accompanied by an explanation of its purposes and effects. There must be a period of not less than 28 days between the notice of the ballot and the last date for the receipt of votes. Two scrutineers shall be appointed by the



Committee to supervise the ballot. A resolution shall be adopted if carried by a simple majority of the postal votes cast unless it is a Special Resolution as defined in Clause 2. The result of a postal ballot shall be circulated to all members as soon as is conveniently possible and in any case no later than at the circulation of the notice convening the next general meeting of ARPS. Any resolution which has been carried shall take effect 21 days after the closure of the ballot.

- b) The President of ARPS shall have only a casting vote in a postal ballot.

## **20)MINUTES**

- a) Proper minutes of all proceedings of general meetings of ARPS and of meetings of the Committee shall be entered within one month after the relevant meeting in minute records kept for the purpose.
- b) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.
- c) Where minutes are entered and signed they shall until the contrary is proved be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## **21)EDITOR**

- a) An Editor (who must be a member) shall be appointed by the annual general meeting of the Society to edit the Society's Journal for the ensuing Term.
- b) If the position of Editor is or becomes vacant during a Term the Committee may appoint a member to act as Editor for the remainder of that Term.

## **22)ACCOUNTS**

- a) ARPS shall keep such accounting records as are necessary to correctly record and explain its financial transactions and financial position.
- b) An internal review of ARPS accounts is to be conducted annually directly after the end of the financial year. This review is to be undertaken by two elected members of ARPS who are independent of the Executive. The findings of this financial review are to be presented to the members within five months of the end of the financial year.
- c) The two Financial Reviewers are to be elected at each AGM, and are to serve until the next AGM. Financial Reviewers may seek professional assistance to expedite this task.

## **23)WINDING UP**

ARPS may be wound up in the manner provided for in the Act.

## **24)DISTRIBUTION OF SURPLUS ASSETS**

In the event of the Society being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Executive Committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the Income Tax Assessment Act.

**25) POWERS OF ARPS**

The Society shall have all the powers conferred by section 25 of the Act.