

Constitution of the VSNMT Inc.
Victorian Society of Nuclear Medicine Technologists (Incorporated)

Ratified September 1994
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(Incorporated under the “Associations Incorporation Act” (Victoria) 1981

NAME

1. The name of the organization shall be the VICTORIAN SOCIETY OF NUCLEAR MEDICINE TECHNOLOGISTS INCORPORATED.

INTERPRETATION

2. In this constitution, unless the contrary appears:

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

“The Accreditation Board” means the Accreditation board of the Australian and New Zealand Society of Nuclear Medicine Inc.

“Nuclear Medicine Technology” means the science practised by persons educated as nuclear medicine technologists within a course approved by the Accreditation Board of the ANZSNM Inc.

“Technologist” means a nuclear medicine technologist eligible for accreditation by the Accreditation Board to practise nuclear medicine technology

“The VSNMT” and “the Society” mean the Victorian Society of Nuclear Medicine Technologists Inc.

“The committee” means the committee constituted from time to time pursuant to rule 30.

“Members” means ordinary members but does not include associate members or sustaining members

“The Act” means the Associations Incorporation Act 1981

“The Commission” means the Corporate Affairs Commission constituted by the Corporate Affairs Commission Act 1981

The male include the female and vice versa
The singular includes the plural and vice versa.

OBJECTS

3. The Objects of the society are to

a) Promote

- i. The practice of nuclear medicine technology in Victoria
- ii. Research in Nuclear Medicine
- iii. Nuclear Medicine Technology as a career
- iv. On-going education of technologists by way of continuing education and postgraduate education
- v. The highest possible standards of undergraduate education and clinical practice

b) Provide

- i. Opportunities for collective discussion on aspects of nuclear medicine
- ii. A body representative of nuclear medicine technologists in Victoria through which communication may be conducted
- iii. A national representation by way of a delegate on the committee of the ANZSNMT
- iv. Representation to state regulatory authorities, legislative authorities and professional bodies where or when required

c) Encourage

- i. Cooperation with representatives and members of related disciplines
- ii. Technologists to participate in the education of undergraduates in the workplace

d) Maintain:

- i. The highest possible standards for work practice in Victoria

POWERS

4. The society shall have the power to do all things which in its opinion shall be necessary or desirable for the attainment of any one or more of the objects of the Society and in particular and without in any way limiting the generality of the foregoing provision the society shall have the power to do all or any of the following things, namely:
 - a) to employ such servants or agents or other assistance upon such terms and conditions as the society may think proper
 - b) To purchase or hire such accommodation, furniture, fittings, equipment and any rights, privileges which be requisite or capable of being conveniently used in achieving any of the objects of the society.
 - c) To accept and raise money for purpose of the society and for that purpose to conduct such appeals on such conditions in such manners as it may think fit
 - d) To use the moneys of the society or any proportion thereof for the purpose of carrying out the objects of the society in such a manner as the society may think fit
 - e) To borrow such moneys upon such terms and conditions (including the payment of interest) as the society may think fit, in such manner as may be authorised by the laws of the commonwealth of Australia or of any of the states thereof.
 - f) To cause the moneys of the society to be placed on deposit and invested from time to time in such manners as may be authorised by the laws of the Commonwealth of Australia or of any of the states thereof
 - g) To authorise any person or persons on its behalf to sign and execute letters, documents and writing of all descriptions, including inter alia the signing and endorsing of cheques, pay-in slips, withdrawal forms and other documents relating to finance and generally to represent the society.
 - h) To register the society under any appropriate law of the Commonwealth of Australia or of any states thereof.
 - i) To adopt such means of making known the activities of the society as the society may think fit.
 - j) To advise state government and statutory authorities on any aspect of Nuclear Medicine Technology

- k) To provide toward the provision of prizes, awards and distinctions in the furtherance of the objects of the society.
- l) To establish and support or aid in the establishment or support of any other association formed for any of the objects of the society
- m) To grant a floating charge on property of the society
- n) To all such other things as are incidental or conducive to attainment of the objects of the society on the exercise of any of the powers specified in the foregoing provisions of the sub rule

MEMBERSHIP

- 5. The membership of the society shall comprise;
 - a) Ordinary Members
 - b) Associate Members
 - c) Sustaining Members
 - d) Honorary Members
 - e) Life Members

Where

- a) Ordinary Membership may be granted to those who have at least one of the following
 - i. Successfully completed an approved course of study recognised by the Accreditation Board
 - ii. Hold an accreditation certificate issued by the Accreditation Board
 - iii. Are graduands of a course of study in Nuclear Medicine Technology approved by the Accreditation Board and are undertaking the qualifying period of practical nuclear medicine experience prior to obtaining or being eligible for, accreditation by the Accreditation Board.
- b) Associated membership may be granted to those who have at least one of the following
 - i. Are eligible for interim accreditation by the Accreditation Board but excluding those ordinary members defined in clause 5(a)iii

- ii. A student currently undergoing a course of study approved by the accreditation Board.
 - c) A person or an incorporated body may be a sustaining member if in the opinion of the committee that person or body is involved in Nuclear Medicine
 - d) A person may be an honorary member if in the opinion of the committee that person is a distinguished person intimately connected with nuclear medicine technology that the society desires to honour for service in the connection therewith and such person is nominated and elected at the Annual General Meeting. An honorary member shall not be entitled to vote at any general meeting or to be a member of the committee but otherwise shall enjoy all the privileges and benefits of ordinary membership
 - e) Life Membership
 - i. Life membership may be conferred on ordinary members who have made a distinguished contribution to the society and in the field of nuclear medicine over a significant period of time
 - ii. Life membership shall be recommended by the committee and voted on at the Annual General Meeting. The resolution will be passed by a simple majority.
 - iii. There shall be a maximum of 5 life members at any one time.
6. Applications for ordinary membership or associated membership shall be made in writing in the form prescribed by the committee to the secretary and must be proposed and seconded by two financial ordinary members of the society.
 7. Applications for sustaining membership shall be made in writing to the secretary of the society.
 8. An application for ordinary, associate or sustaining membership shall be granted if approved by the third majority of the executive of the committee
 9. The secretary of the society shall maintain a register containing the names and addresses of all members, together with the date on which the person became a member the category of membership and where applicable the date on which the person ceased to be a member. It shall be the responsibility of individual members to notify the secretary of changes of address.

10. A person who or an incorporated body which becomes a member of the society shall be thereby deemed to have agreed to be bound by this constitution
11. Membership of the Society shall be immediately terminated:
 - a) If a member delivers a written resignation to the secretary signed by the individual member or in the case of an incorporated body signed by a responsible officer of such body.
 - b) If the member dies or in the case of an incorporated body if it is dissolved
 - c) If membership fees are unpaid for such a period as the committee shall determine

12.

- a) Where the executive of the committee is of the opinion that a member:
 - i. Has persistently refused or neglected to comply with a provision or provisions of these rules

Or

- ii. Has persistently and wilfully acted in a manner prejudicial to the interest of the society or contrary to the code of ethics

The executive may by way of resolution:

Or

- i. Expel the member from the society
 - ii. Suspend the member from membership of the society for a specified period.
- b) A resolution of the executive under clause (a) is of no effect unless the committee at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (c) confirms the resolution in accordance with this rule
- c) Where the executive passes a resolution under clause (a) the secretary shall as soon as practicable cause a notice in writing to be served on the member:
 - i. Setting out the resolution of the executive and the grounds on which it is based
 - ii. Stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice.
 - iii. Stating the date, place and time of that meeting and

- iv. Informing the members that the member may do either or both of the following
 - I. Attend and speak at that meeting
 - II. Submit to the committee at or prior to the date of that meeting written representations relating to the resolution
 - d) At a meeting of the committee held as referred to in clause (c), the committee shall
 - i. Give to the member an opportunity to make oral representations
 - ii. Give due consideration to any written representations submitted to the committee by any member at or prior to the meeting and
 - iii. By resolution determine whether to confirm or to revoke the resolution
 - e) Where the committee confirms a resolution under clause (d), the secretary shall within 7 days after that confirmation by notice in writing inform the member of the fact and of the member's right of appeal under rule (13)
 - f) Where the committee confirms a resolution under clause (d) the confirmation does not take effect
 - i. Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period or
 - ii. Where within that period the member exercises the right of appeal, unless and until the society confirms the resolution pursuant to rule 12 (d)
- 13.
- a) A member may appeal to the society in general meeting against a resolution of the committee which is confirmed under Rule 12 (d) within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
 - b) Upon receipt of a notice from a member under clause (a) the secretary shall notify the committee which shall convene a general meeting of the society to be held within 21 days after the date on which the secretary received the notice
 - c) At a general meeting of the society convened under clause (b)
 - i. No business other than the question of the appeal shall be transacted
 - ii. The committee and the member shall be given the opportunity to state their respective cases orally or in writing or both and
 - iii. The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
 - d) If at the general meeting the society passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

GENERAL MEETINGS

14. Each member shall receive written notice of general meetings
15. The secretary shall ensure that minutes will be kept of all proceedings at all meetings of the society
16. the minutes of each meeting shall be signed by the president or chairperson as conclusive evidence of the true and proper record of the procedure of that meeting
17. the secretary shall ensure the attendance of all members be recorded in conjunction with the minutes of each meeting
18. The president or in his absence a person delegated by the president or in the absence of both some person elected by the meeting shall be chairperson.
19. Only ordinary financial members shall be eligible to vote at general meetings
20. A simple majority of ordinary members present at the meeting or voting by proxy shall be sufficient for the passing of a resolution submitted to a general meeting save that in the case of a resolution seeking to amend the constitution or wind up the society a special resolution shall be required.
21. the chairperson of the meeting shall have a second or casting vote in the case of a tied vote
22. the society shall hold its Annual General Meeting once each calendar year in September and it should to be postponed for more than two months after this date
23. The business of the Annual General Meeting shall be as follows:
 - a) Welcome to members and visitors
 - b) Attendances and Apologies
 - c) Minutes of previous Annual General Meeting
 - d) Business Arising from minutes
 - e) Correspondence
 - f) Financial Statement, Treasurer's Report and fixing of Annual Subscriptions
 - g) Appointment of an auditor and the fixing of his remuneration
 - h) Annual Report by chairperson/president
 - i) Election of new committee members
 - j) Close meeting

k) Provide Refreshment

24. The Annual General Meeting may transact other business than that set out in rule 23 if written notice of such business is given to the secretary not less than 21 days prior to the date of the meeting
25. A quorum for an Annual General Meeting shall be 14 of the members
26. An extraordinary general meeting shall be called:
 - a) On the simple majority decision of the committee;
 - b) On the request of not less than five (5) Ordinary members. In this case the request must be made to the secretary in writing, must state clearly the subject or subjects to be discussed and must be signed by the members making it. Such a meeting must be held within thirty (30) days of the request reaching the secretary. A request may consist of several like documents signed by one or more requisitionists. No other subject may be discussed at such a meeting; or
 - c) If the committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 2 months after that date.
27. the quorum for an extraordinary general meeting shall be 14 of the members
28.
 - a) Not less than fourteen days written notice of business of any Annual General Meeting or extraordinary general meeting shall be forwarded to all members. Such notice shall contain a short summary of the business proposed to be transacted at such meeting and in the event of such business including alterations to the constitution or dissolution of the Technologists Society, the text of the proposed resolutions shall be set out in full on the said notice. The notice may be in the form of a notice published in the Newsletter of the society.
 - b) The accidental failure to send a notice to any member shall not invalidate a Meeting
 - c) A notice sent by post shall be deemed to have been received when it should in due course of post have been delivered

PROXIES

29. Any individual ordinary financial member may vote by proxy appointed in writing

COMMITTEE

30. The committee of the society shall consist of seven (7) elected members all of who must be financial ordinary members of the society
31. the committee may co-opt ordinary or associate members as non-voting committee members as it sees fit
32. The immediate past president shall be an ex-officio member of the committee for one term.
33. Committee members may not serve in the same office for more than three consecutive terms.
34. Nominations for office and committee must be in the hands of the secretary prior to the commencement of the Annual General Meeting
35. The term of office of the committee shall be one year. The new committee shall take office at the conclusion of the annual General Meeting and serve until the conclusion of the Annual General Meeting of the following year.
36. Elections shall be by a simple majority of the votes cast
37. If for any reason, a casual vacancy occurs in the committee, the committee shall elect a member to fill the position until the next Annual General Meeting
38. The society in general meeting may by resolution following written notice given to the secretary not less than 21 days prior to the general meeting, remove any member of the committee from office before expiration of the members term of office and may by resolution appoint another person to hold office until the expiration of the term of the officer so removed.
39. The following officers shall be elected from the committee by its members
 - a) The President
 - b) The Secretary
 - c) The Treasurer
40.
 - a) There shall be an executive of the committee responsible to the committee for the running of the day to day affairs of the society
 - b) The executive shall consist of the three members of the committee appointed by the committee
 - c) A quorum of the executive shall be two members

41. The office of any member of the committee shall automatically become vacant :
 - a) If he ceases to be a financial member of the society; or
 - b) If he absents himself without leave from two (2) consecutive meetings of the committee.

42. Between Annual General Meetings, the committee is empowered (inter alia) to :
 - a) Govern and control the business of the Society
 - b) Create, appoint, direct and dissolve sub-committees
 - c) Carry into effect the directions from Annual General Meetings
 - d) Control all monies received and after proper examination of the bills and accounts to discharge same; and
 - e) Invest surplus funds, with the proviso that such action shall be ratified by the general membership at the next Annual General Meeting

43. Meetings of the committee shall be held as where and when required by the president of the secretary or on the written request of not less than three (3) committee members

44. The committee shall meet as required but not more than three (3) months shall elapse between two consecutive meetings.

45. The secretary shall give reasonable notice of any committee meeting (including any adjourned meeting) to all persons entitled to attend.

46. A quorum of the committee shall be five (5) and must include a member of the executive

47. The president or in his absence the secretary or in the absence of them both some person elected by the meeting shall preside at meetings of the committee

48. Voting at meetings of the committee or nay sub-committee appointed by the committee shall be in person and a simple majority shall prevail provided that in the case of a tied vote the chairperson of the meeting shall have a second or casting vote.

49. A resolution in writing signed by all committee members shall be as valid and effectual as if it had been passed at a meeting of the committee duly called and constituted. Any such resolution shall be tabled at the next meeting of the committee and recorded in the minutes of the meeting.

FINANCE

50. The financial year of the Society shall until otherwise fixed by the committee begin on the 1st day of September and end on the 30th of August the following year.
51. The treasurer shall be responsible to the committee for the financial affairs of the Society and shall ensure that:
 - a) All monies due to the Society are collected and received and deposited in a bank account of the Society and that all payments authorised by the Society are made
 - b) Correct books and accounts are kept showing the financial affairs of the Society including full details of all receipts and expenditure connected with the activities of the society; and
 - c) The books and accounts of the Society are made available for the purposes of the audit of the Society if required by the auditors
52. The funds of the Society shall be derived from annual subscriptions of members (if levied), donations and subject to any resolution passed by members in general meeting, special levies or such other sources as the committee determines.
53. the committee shall each year;
 - a) Cause the financial affairs and accounts of the society to be audited by a qualified person appointed by the committee, such person not being a member of the society or the Public Officer;
 - b) Cause a balance
54. Any annual subscription for ordinary, associate and sustaining members shall be determined by the Annual General Meeting following a recommendation of the committee. There shall be no annual subscription for honorary or life members.
55. Reductions in the annual subscription for individual members may be allowed in special circumstances upon the recommendation of the committee.
56. All cheques of the Society shall be signed on its behalf by the treasurer and one other nominated member of the committee.

PUBLIC OFFICER

57. The committee shall appoint a person resident in Victoria to be the public officer of the society
58. If the office of public officer becomes vacant, the committee shall within fourteen (14) days thereof appoint a person resident in Australia to be the public officer.
59. The office of public officer becomes vacant if the person holding that office;
- a) Dies
 - b) Becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his creditors or makes assignment of his or her remuneration for their benefit;
 - c) Becomes of unsound mind
 - d) Resigns his office by writing under his hand addressed to the committee; or
 - e) Is removed from office by resolution of the committee
60. The public officer may hold any other office of the Society
61. The public officer shall:
- a) Within 14 days from the becoming public officer give notice to the Commission in the prescribed form accompanied by the prescribed fee, of the fact and his full name and address in the state:
 - b) Advise the Commission within 14 days of any change thereof
 - c) Within one month after the alteration of:
 - i. The Objects of the society
 - ii. The Constitution of the Society; or
 - iii. Any trusts relating thereto

Lodge with the Commission notice in the prescribed form, verified as prescribed and accompanied by the prescribed fee, setting out particulars of the alteration.
 - d) Within one month after the Annual General Meeting lodge with the Commission the prescribed form, verified and containing the information required by the Act accompanied by the prescribed fee and certificate
 - e) Within 14 days after becoming a trustee, lodge with the Commission notice in the prescribed form specifying particulars of

the trust, together with a copy of any deed or other instrument creating or embodying the trust

SEAL

- 62.
- a) The common Seal of the Association shall be kept in the custody of the secretary
 - b) The Common Seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the committee or of one member of the committee and the public officer of the Association

PROPERTY

63. The committee shall ensure that the assets of the Society are properly safeguarded and protected and any necessary insurance is effected and at all times maintained

REMUNERATION

64. The Society shall be a non-profit making organization and no portion of its monies or property shall be paid or transferred to any member of the Society PROVIDED HOWEVER that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Society or to any member of the committee in return for any services actually rendered to the Society

ALTERATIONS TO THE RULES

65. Any Request by an ordinary member for an alteration to this constitution (including the Society's objects) must be in writing, be proposed and seconded by two (2) ordinary members and received by the secretary.
66. If received more than 60 days prior to the Annual General Meeting the secretary shall convene an extraordinary general meeting within 28 days. Otherwise, the special resolution shall be submitted to that Annual General Meeting.
67. The request shall be circulated to all members at least 14 days prior to the meeting and it may be so circulated by publication in the newsletter of the Society.
68. An alteration to this constitution may only be made if passed by a special resolution of the Society and is passed by at least 2/3 of those who are eligible to vote.

LIABILITY OF MEMBERS

69. A member is not liable to contribute towards payment of debts and liabilities of the Society of the costs, charges and expenses involved in winding up the Society.

DISSOLUTION

70. The society shall be dissolved if a special resolution that it be dissolved at a certain date be passed at a meeting of the Society called for the purpose of considering such a special Resolution
71. The person proposing a special resolution for the dissolution of the Society shall submit a copy thereof in writing to the secretary of the Society
72. The committee shall then arrange for a meeting of the members of the Society for a date not more than sixty (60) days after the date of receipt of such copy. Provided that if such vote has not been held prior to the next Annual General Meeting the special resolution shall be submitted to that Annual General Meeting.

DISTRIBUTION OF ASSETS ON WINDING UP

73. At a meeting at which a special resolution to wind up the Society is passed the committee shall arrange that prior to winding up the assets of the Society shall be realised and debts paid in accordance with the Act. Any surplus assets shall be transferred to such other organisation or organisations (having objects wholly or in part similar to the objects of the Society) to which it is resolved by Special Resolution of the Society to distribute such surplus assets.

INDEMNITY

74. Members of the Society and the committee shall be responsible only for the consequences of their own personal wilful default or neglect and not for the default or neglect of any other person and shall be indemnified by the Society against all other liability incurred by them in the course of their duties as members of the society and the committee.

CUSTODY AND INSPECTION OF DOCUMENTS etc.,

75. Except as otherwise provided by this constitution, the secretary shall have the custody and control of all records, books and documents of the Society.
76. All members of the Society shall have full and free access to all books, documents and securities of the Society at all reasonable times provided 24 hours notice of intention to inspect is given to the secretary.