

## 1. NAME

The name of the Association is the Academy of the Social Sciences in Australia Incorporated hereinafter described as the Academy.

## 2. OBJECTS

### 2.1. The objects of the Academy are

- a) to promote excellence in and encourage the advancement of the social sciences in Australia;
- b) to act as a co-ordinating group for the promotion of research and teaching in the social sciences;
- c) to foster excellence in research and to subsidise the publication of studies in the social sciences;
- d) to encourage and assist in the formation of other national associations or institutions for the promotion of the social sciences or any branch of them;
- e) to promote international scholarly cooperation and to act as an Australian national member of international organisations concerned with the social sciences;
- f) to act as consultant and adviser in regard to the social sciences; and
- g) to comment where appropriate on national needs and priorities in the area of the social sciences.

2.2. The Association is not formed or carried on for purposes of trading or securing pecuniary benefits to its members.

## 3. MEMBERSHIP

3.1. The Academy consists of Fellows, being those persons who at the time of its adoption of the present title were members of the Social Science Research Council of Australia and of persons subsequently elected as Fellows in accordance with this Constitution.

3.2. Persons who are deemed to have achieved distinction in one or more branches of the social sciences may be elected as Fellows of the Academy if

- a) they are nominated by one Fellow and seconded by two other Fellows, and
- b) they are recommended by the Membership Committee after investigation of their eligibility, and
- c) they receive the support of either fifty percent of the total membership or seventy-five percent of those Fellows who voted.

3.3. The number of Fellows shall be maintained at a number which is reasonable having regard to deaths and resignations of Fellows and to the growth of numbers of persons achieving distinction in the social sciences.

3.4. On the recommendation of the Academy President and with support of at least three other Fellows, the Executive Committee may from time to time confer the title of Honorary Fellow to individuals for such periods as it thinks fit. The number of Honorary Fellows shall not at any time exceed one-tenth of the number of Fellows and such Honorary Fellows shall be eligible for election to any office other than that of President and to membership of any Committee.

- 3.5. If a Fellow of the Academy leaves the Commonwealth of Australia and takes up residence in another country permanently or for an indefinite period, they may be classified, either voluntarily or by the National Office, as an Overseas Fellow. An Overseas Fellow shall receive the Annual Report and copies of the Academy's own publications and the Minutes of the Annual General Meeting, and when on a temporary visit to Australia shall have all the privileges of a Fellow. When an Overseas Fellow resumes permanent or indefinite residence in Australia, he or she resumes the status of a Fellow as from a date following his or her return determined by the Executive Committee.
- 3.6. If a Fellow, at a time and age that is suitable to them, retires from paid employment, they may be classified as a Retired Fellow.
- 3.7. When a Fellow of the Academy reaches 80 years of age they are offered the option of becoming an Emeritus Fellow. Emeritus Fellows will retain voting privileges, pay no annual subscription, continue to receive Academy papers.
- 3.8. Fellows pay an annual subscription the amount of which is determined annually at a general meeting of the Academy. Retired and Overseas Fellows pay a reduced subscription amount. Honorary and Emeritus Fellows pay no subscription amount.
  - a) If the subscription of a Fellow is unpaid for two financial years (from 1 July in the first year to 30 June in the second year) he or she will have their Fellowship status and rights suspended until such time as their account is rectified.
  - b) The liability of a member to contribute towards the payment of debts and liabilities of the Academy or the costs, charges and expenses of winding up the Academy is limited to the amount, if any, unpaid by the member in respect of membership of the Academy.
- 3.9. Fellows of the Academy may be expelled or suspended from membership, have part of their membership rights revoked, or be asked to comply with conditions if in the opinion of the Executive Committee they may have:
  - a) acted prejudicially to the interests of the Academy;
  - b) refused or neglected to comply with its Constitution or a condition imposed by the Executive Committee;
  - c) Acted in a manner contrary to or inconsistent with the Academy's Code of Conduct
  - d) Acted in a way that could bring the Academy into disrepute.

Such decisions shall be made known in writing to Fellows who have the right of appeal.

#### 4. GENERAL MEETINGS

##### 4.1. Annual General Meetings

- a) An annual general meeting of the Academy is held at such time and place as the Executive Committee determines but within the period of five months after the expiration of each financial year ending on 30 June.
  - b) A quorum for an annual general meeting of the Academy is one twentieth of the number of all Fellows who hold voting rights.
  - c) The Academy has power at an annual general meeting to do all things which it deems necessary for the advancement of its objects and of which notice appears on the agenda.
- 4.2. Fellows are entitled to fourteen days' notice of the time and place and agenda of all annual general meetings.
- 4.3. The Academy has power at an annual general meeting to change the Constitution but
- a) twenty-eight days' notice of any proposed change must be sent or given to the Chief Executive Officer;

- b) the terms of every proposed change must be sent to all Fellows with the notice of the meeting; and
- c) no change shall be made to the Constitution unless passed by three-quarters of those members of the Academy who vote in person at the meeting or by proxy.

#### General Meetings

- d) General meetings of the Academy are held at such times and place as the Executive Committee determines.
  - (1) a quorum for a general meeting of the Academy is five members.
  - (2) except where the nature of business proposed to be dealt with requires a special resolution of the Academy, fourteen days written notice to all Fellows must be given. In the case of special resolution meetings twenty-one days' notice is to be given.
  - (3) Any Fellow may attend meetings in person, or vote by proxy.

#### 4.4. Procedures to be followed

- a) General meetings will be chaired by the President or by an appointed alternate. With the consent of the majority of members present at meetings the President, or alternate, may adjourn the meeting from time to time and place to place. Where a meeting is adjourned for 14 days or more the Chief Executive Officer shall give written advice of the timings for a re-scheduled meeting.
- b) Questions arising at meetings shall be determined on a show of hands and a poll may be demanded.
- c) Financial members of the Academy shall be entitled to one vote only.
- d) Financial members of the Academy shall be entitled to appoint another member as proxy by written notice given to the Chief Executive Officer no later than 24 hours before the time of the meeting.

### 5. OFFICERS AND COMMITTEES

- 5.1. The Academy in general meetings, in the second year of a sitting President's term, elects a President-elect whose term of office shall normally be six years, including the first year as President-elect, three years as President, and the final two years as Immediate Past President.
- 5.2. The Academy in general meetings elects a Treasurer whose term of office shall normally be three years.
- 5.3. The President of the Academy is ex-officio Chairman of the Executive Committee and of the Finance Committee.
- 5.4. The Executive Committee appoints a Chief Executive Officer of the Academy on such terms and conditions as the Executive deems appropriate for the efficient administration of the Academy.
- 5.5. The Executive Committee consists of the President, Chief Executive Officer, Treasurer, International Secretary, Committee Chairs, Panel Chairs, Immediate Past President for the first two years of a President's term, and a President-elect for the third year of a President's term.
- 5.6. The Executive has power subject to this Constitution to act on behalf of the Academy in all matters (other than the election of new Fellows of the Academy) unless the Academy in general meeting otherwise directs. Any five members of the Executive Committee shall constitute a quorum.
  - a) a vacancy in the office of a member of the Committee occurs if the member dies, ceases to be a member, resigns, is removed, is disqualified or is mentally or physically incapable of performing the duties of the office.
  - b) in the event of a vacancy in the membership the Committee may appoint a Fellow to fill the vacancy until the conclusion of the vacancy term.

- 5.7. The Membership Committee consists of the President, Chief Executive Officer, Panel Chairs, and one member from each of the Panels, who are elected in general meetings for terms of up to three years sequenced in such a way as to ensure some continuity of membership between years.
- 5.8. If the President is unable to attend any meeting of the Executive Committee or of the Finance Committee the other members of the respective committees elect one of their number to be chairman of that meeting.
- 5.9. The Executive Committee shall meet at least three times in each calendar year at such place and time as the Committee may determine.
  - a) written notice of meetings shall be given by the Chief Executive Officer to each member of the Committee at least 48 hours before the meeting.
  - b) meetings will be chaired by the President or by an appointed alternate.
  - c) questions arising at a meeting of the Committee shall be determined by a majority of the votes of members of the Committee present at the meeting.
  - d) members of the Committee shall be entitled to one vote only.
  - e) The Executive Committee is responsible for sending to all Fellows of the Academy
    - (1) a copy of the minutes of its meeting, and
    - (2) not less than twenty-one days before an annual general meeting a copy of the annual reports and financial statements.

## 6. FINANCE

- 6.1. The powers of the Executive Committee under Rule 5 extend to the general supervision of the financial affairs of the Academy. Subject to directions of the Academy in general meeting, the said Committee may deposit, invest and vary deposits and investments of money and hold, manage and convert in any manner whatsoever property on behalf of and for the purposes of the Academy. The Academy may derive funds for its operation from any number of sources including member subscriptions, public donations, government grants and corporate sponsorship.
- 6.2. The Finance Committee consists of the President, Treasurer and Chief Executive Officer of the Academy, and three other members (who need not be Fellows of the Academy) appointed by the Executive Committee as required. Any three members of the Finance Committee shall constitute a quorum.
- 6.3. The Executive Committee may delegate to the Finance Committee any or all of its powers and functions under sub-rule 6.1, and may from time to time by resolution authorise a member or members of the Finance Committee, the Executive Committee, or the National Office to sign and endorse payments on behalf of the Academy in compliance with the financial delegations policy.
- 6.4. The Finance Committee shall advise the Executive Committee concerning the financial affairs of the Academy and in particular as to the investment of moneys of the Academy.

## 7. SEAL

The Seal of the Academy shall not be affixed to any instrument except by the authority of a resolution of the Executive Committee and in the presence of at least three members of the Executive Committee including either the President or Chief Executive Officer and those three members as aforesaid shall sign every instrument to which the Seal of the Academy is so affixed in their presence. The Seal of the Academy is held in custody by the Chief Executive Officer at the Academy's registered office.

## 8. RECORDS AND INSPECTION

All records, books and other documents relating to the Academy are held in custody by the Chief Executive Officer at the Academy's registered office and are open to inspection by Fellows.