

By-Laws of The Australian Society For Microbiology Inc

Nothing in these By-Laws shall be held to be valid if the Constitution appears to indicate a rule to the contrary.

1. SCIENTIFIC MEETINGS

Scientific Meetings to discuss topics of scientific interest to the membership shall be called by the Council whenever appropriate, and in general not less than once in any sixteen month period. Not less than four (4) months notice of such meetings shall be given.

Such meetings shall normally be organised by the Branch in the State, Territory or region in which the meeting will be held. Funds shall be handled through a bank account opened especially for that meeting, and the organisers shall cause to be prepared, duly audited and presented to the next meeting of Council a profit and loss account and balance sheet.

All loan money from Council for the running of the Scientific Meeting shall be repayable prior to the commencement of that Meeting. All monies in the Scientific Meeting Account shall be transferred to the National Treasurer in time for the next meeting of National Council irrespective of whether all accounts for repayment have been received.

A brief report on the progress of the planning of each Scientific Meeting, and a detailed budget in a form acceptable to Council showing expected income and expenditure shall be prepared for each meeting of National Council and of the Executive Committee. The Branch Delegate for the State or Territory in which the Scientific Meeting is to be held will be responsible for ensuring this information is prepared in time for inclusion with the agenda papers.

2. BRANCHES

There shall be no more than one Branch per State or Territory of the Commonwealth of Australia. The minimum effective number of Members, Fellows or Honorary Life Members of a Branch shall be ten (10).

A Branch delegate to the Council shall be appointed from the membership of each Branch by the Branch Committee for a minimum of two years, and shall be eligible for re-appointment for a continuous period of not more than five years.

Income of the Society shall be distributed between the Council and the Branches to cover the expenses of general administration and to finance meetings, lectures, summer schools and similar activities, at both National and Branch levels. There shall be a distribution of a proportion of the Society's income to Branches on a per capita basis, the amount of the annual per capita rebate to be determined by the Council from time to time. The Council shall also make disbursements to Branches for purposes in keeping with the objectives of the Society.

Council may establish a Sub-Branch of an existing Branch of the Society in such areas or regions of the Commonwealth of Australia as it sees fit providing that:

- the creation of the Sub-Branch is not opposed by the parent Branch and is seen by the Council as being a desirable development for the Society; and
- there is a minimum of ten Members, Fellows or Honorary Life Members in the area or region willing to support Sub-Branch activities and functions.

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Upon establishment, the Sub-Branch shall elect a Chairperson and such other officers as it deems necessary to constitute a Management Committee to conduct its business.

The Sub-Branch may hold such meetings from time to time as it sees fit and may make By-Laws for the conduct of its affairs which are not inconsistent with the Constitution or By-Laws of the Society.

The parent Branch shall:

- represent the Sub-Branch on National Council;
- provide financial support to the Sub-Branch; and
- promote combined activities whenever suitable.

The Sub-Branch may apply directly to Council for consideration of national services to members such as visits of international and national speakers, teleconferences, travelling workshops and similar activities.

The Sub-Branch shall submit an Annual Report and audited statement of its finances to the Branch no later than one month prior to the Annual General Meeting of the Branch. This report is to be included in the Branch Annual Report to Council.

3. ELECTION OF OFFICERS

Nominations for President-Elect and, where vacancies exist, for the offices of Vice President, Corporate Affairs and/or Vice President, Scientific Affairs, shall be solicited from Members, Fellows and Honorary Life Members at least three (3) months before the Annual General Meeting and reach the Secretary at least two (2) months before the Annual General Meeting. If there be more than one nomination for any vacancy, not later than fourteen (14) days after the closing date for nominations, the Secretary shall conduct a preference ballot of financial Fellows, Members and Honorary Life Members of the Society by postal vote. Ballot papers shall be returned to the Secretary at least fourteen (14) days before the Annual General Meeting. Two scrutineers, appointed by the Council, shall count the ballot. The result shall be decided by a simple majority of the returned votes and shall be declared at the Annual General Meeting.

In the absence of a valid nomination at the closing date for receipt of nominations for an elected position on National Council, members of Council shall be notified accordingly. The position shall be readvertised at the discretion of Council, at the earliest opportunity, and nominations called with a deadline for receipt of nominations which allows a minimum of twenty eight (28) days notification to members.

If more than one valid nomination is received, an election shall be held according to the procedures outlined under the existing By-laws of the Society.

The result of the election held under clause (c) of this By-Law will be declared by either the President or by another member of National Council appointed by National Council, after consultation between the President or appointee and the Returning Officer.

4. PROCEDURES FOR CONDUCTING POSTAL BALLOT

Members eligible to vote will be mailed:

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a ballot paper (or papers);

a "Declaration of Eligibility" form;

an envelope marked "Ballot paper only" and "a Declaration of Eligibility form must accompany this envelope";

Brief statements from candidates summarizing relevant aspects of their Curriculum Vitae, if supplied to the Secretary within the week following the closure of nominations.

The ballot paper will display:

- information describing the ballot;
- a list of the candidates in an order determined by drawing by lot, with a square drawn adjacent to each name;
- instructions to the voter, such as:

"Place a cross (X) or a 1 in the square provided opposite the candidate of your choice. Do not sign this ballot paper. Place your ballot paper inside the envelope provided and seal the envelope. Complete the Declaration of Eligibility form and place it and the sealed ballot envelope in a separate envelope and post it to: The Returning Officer, The Australian Society for Microbiology Inc., Unit 23, 20 Commercial Road, MELBOURNE, VIC. 3004 so as to reach the Returning Officer by (due date)."

The Declaration of Eligibility will display the following statements: "I declare that I am a current financial Fellow, Member or Honorary Member of the Australian Society for Microbiology Inc. and that I have not previously voted in ... (this election). Name (please print) : Signature : Date : This declaration must be placed with the sealed ballot envelope in a separate envelope addressed to: The Returning Officer, The Australian Society for Microbiology Inc., Unit 23, 20 Commercial Road, MELBOURNE, VIC. 3004"

Following receipt of the ballot envelope and declaration form, the Returning Officer will determine whether:

the name on the declaration form is that of a current financial Fellow, Member or Honorary Member;

a vote has not previously been lodged under that name for the relevant election.

Whether or not these criteria are met, the sealed ballot envelope will be stored until closure of the ballot. All declaration forms shall be retained until the declaration of the poll.

After closure of the ballot, the Returning Officer will determine the result according to the Constitution and By-Laws of the Society.

If more than one vote is received under any one name, or if other evidence of irregularity is obtained, the Returning Officer will determine whether the outcome of the election was likely to have been affected by the irregularity. If so, or in the event of uncertainty, the ballot will be declared invalid and the ballot repeated to a timetable determined by Council, using the procedures for Postal Voting authorised by the Chief Electoral Officer for the Commonwealth of

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Australia which provide for authorised witnesses of the voting process, or other procedures approved by Council.

Unless determined otherwise by the National Council, the Returning Officer will be the Executive Director of the Society.

5. RESOLUTIONS

All resolutions of the Society membership or of the Council, except as provided for in the Constitution and except for a resolution calling for a postal ballot, shall be decided by a simple majority of those eligible to vote and voting. A resolution (whether by Council or by a general meeting of the Society) to call a postal ballot requires a two-thirds majority of those eligible to vote and voting.

6. SUSTAINING MEMBERS

The object of Sustaining membership is to provide support and encouragement to The Australian Society for Microbiology Incorporated, in furtherance of the objects of the Society as set out in the Constitution.

All Sustaining members are members of The Australian Society for Microbiology Incorporated, and not of any Branch or section.

Application for Sustaining membership may be made by any individual, company or organisation interested in the science of microbiology. Upon receipt of an application, Council may accept that individual, company or organisation as a Sustaining member.

Sustaining membership is subject to the specific provisions as to Sustaining membership and the general provisions as to membership embodied in the Constitution.

Sustaining membership carries several benefits. These are:

each Sustaining member may be offered the opportunity of sponsoring any aspect of the Annual Scientific Meeting, such as satchels, name tags, etc., such sponsorship being accompanied by advertising rights;

the right to exhibit in any Industry Display held by the Society. These displays shall be held in the most central and accessible location possible. Sustaining members, financial in the year preceding an Industry Display, will pay an exhibition fee that is discounted by an amount equal to the annual subscription. Sustaining members shall be given priority over other exhibitors in space allocation.

The Council may determine from time to time other benefits of Sustaining membership.

7. VISITING LECTURERS

All matters relating to visiting lecturers from overseas shall be the responsibility of the Member holding the Visiting Speakers Program portfolio. In view of the importance of this portfolio and the need for continuity, the Member holding this position will be appointed for a period of a maximum of five years and shall report to each meeting of Council.

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Nominations for Visiting Lecturers may be proposed and seconded in writing by any members of the Society, with brief biographical details of the visitor, a statement of the Nominee's interest in microbiology and some evaluation of his or her potential contribution to the Society, particularly at Branch level. Preference is given to microbiologists of good standing overseas who are good speakers and have appeal to the majority of Branches.

8. STANDING COMMITTEES

EXECUTIVE COMMITTEE

Composition The composition of the Executive Committee as determined by the Constitution shall be:

The President

The Honorary Secretary

The Honorary Treasurer

The President-Elect, if there be one, and if not, the Immediate Past President

Terms of Reference

To conduct the business of the Society in accord with the decisions of or as specifically directed by National Council, or on behalf of National Council when it is not feasible or possible for National Council to act.

To provide supervision and direction for the Executive Director of the Society.

To develop and enact policy for the Society when it is not feasible or possible for National Council to act.

To authorise and coordinate the development and enactment of policy by other Standing Committees of National Council when it is not possible or feasible for Council to provide such authority or direction.

To assist the Treasurer in the management of the investments of the Society.

Procedures

The Executive Committee shall meet formally at least three times each year.

The quorum necessary for the transaction of the business of such Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

The Executive Committee shall keep minutes of each formal meeting, copies of which shall be distributed to Councillors within one month of the meeting.

Decisions of the Executive Committee shall be reviewed, and if appropriate, ratified by a subsequent meeting of National Council.

NATIONAL QUALIFICATIONS COMMITTEE

The National Qualifications Committee shall assess all applications for professional membership (MASM) of the Society and make recommendations to National Council for acceptance or rejection of such applications.

Composition

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The Chairperson of the National Qualifications Committee (NQC) shall be appointed by National Council under terms and conditions determined from time to time by Council and be a member of Council and an ex officio member of the National Examinations Board from the day of appointment.

The other members of the NQC shall be the Convenors of the Branch QC subcommittees.

The Branch QC subcommittees shall act in an advisory capacity to the NQC and be composed of 2-3 Members or Fellows appointed under terms and conditions determined from time to time by the Branch.

The Branch Committee shall appoint the Convenor of the Branch QC who from the day of appointment shall be a member of the NQC and of the Branch Committee. If a Branch Convenor is unable to attend a NQC meeting, another member of the Branch QC or the Branch Councillor may attend and act on behalf of the Branch Convenor. Each Branch is to appoint a MASM Adviser who is not a current member of the Branch QC and who is available to advise and assist applicants concerning the requirements of the Society for Membership.

Terms of Reference

- To promote the professional status, recognition and acceptance of MASM as a professional qualification.
- To coordinate and monitor the assessment of applications for professional Membership (MASM) of the Society.
- To report to Council the results of assessment of applications for professional Membership and to recommend the award of MASM to successful applicants.
- To communicate with candidates whose applications for Membership were rejected or deferred by Council.
- To present to Council, minutes of formal meetings of the NQC, and to make recommendations on matters pertaining to professional Membership.
- To maintain a Register of Members.

Procedures

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

When complete, applications for MASM will be assessed in the first instance by the Branch QC which will forward a recommendation to the NQC.

In general, the NQC shall meet formally immediately prior to or during a meeting of National Council.

The NQC will determine that all applicants are treated equably and fairly and forward recommendations to Council. Upon acceptance by Council, the new Members will be notified by the Secretariat of their acceptance, their names will be entered into the Membership Register and published in the next issue of Microbiology Australia. Each will be issued with a testamur of Membership bearing the Seal of the Society.

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NATIONAL EXAMINATIONS BOARD

Examinations for Fellowship of the Australian Society for Microbiology Inc. shall be regulated by a National Examinations Board (NEB).

Composition

The NEB shall be a Standing Committee of National Council with its members appointed by Council. Membership of the NEB shall include the following:

Chairperson - established as ex officio a member of Council under Clause 19(i) of the Constitution (AGM May 1988).

Registrar - shall act as Secretary of the NEB and be responsible for maintaining the Register of Fellows.

Chairperson (or nominee) of the National Qualifications Committee (ex officio).

Four other members.

Co-opted members who through their particular expertise act as temporary ad hoc advisers to the NEB for specific tasks. Such members will be chosen from the Panel of Examiners and approved by Council.

Membership of the NEB should at any time include at least one member with a background in microbiological education and experience in postgraduate examinations at a tertiary level; one with a background in medical microbiology and one whose experience is in a field other than medical microbiology.

Members of the NEB shall hold office for a term of three years with eligibility for re-appointment for a further term. With the exception of ex officio members, no member shall be eligible to serve more than two terms continuously.

Terms of Reference

- To assess all applications for Fellowship of the Society.
- To determine whether Fellowship shall be sought by an applicant by:
 - examination of a significant contribution to microbiology; or
 - examination in a specialty area of microbiology.
- To assess applications for Fellowship by examination of the significant contribution to microbiology made by an applicant.
- To determine the readiness and suitability of candidates seeking Fellowship by examination in a specialty area of microbiology.
- To determine and review the specialty areas available to candidates.
- To set a detailed syllabus for the Part I examination.
- To determine the criteria and standards required for both the Part I and Part II examinations.
- To set up a panel of examiners in the various specialty areas chosen by candidates and approved by the NEB.
- To advise Council for approval, the temporary appointment of members of the Panel of Examiners as co-opted members of the NEB.
- To appoint examiners/assessors for the Part I and Part II examinations.
- To review the reports of examiners/assessors. To report to Council the results of examinations and to recommend the award of FASM to successful candidates.

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- To maintain a Register of Fellows. To present to Council minutes of all formal meetings of the NEB and to advise Council on matters pertaining to Fellowship of the Society.

Procedures

In general, the NEB shall meet formally at least four times per year.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

When complete, applications for FASM will be assessed by the NEB to determine whether Fellowship is to be gained by examination of the applicant's significant contribution to microbiology or by examination in a specialty area. If by examination of significant contribution, written referees' reports will be sought before a recommendation from the NEB is forwarded to Council. If by examination in a specialty area, the NEB will organise both Part I and Part II examinations of the candidate and report to Council the results with a recommendation.

Upon acceptance by Council, the new Fellows will be notified by the Secretariat of their acceptance, their names will be entered into the Register of Fellows and published in the next issue of the Australian Microbiologist. Each will be issued a testamur of Fellowship bearing the Seal of the Society.

ETHICS COMMITTEE

Microbiologists accepting membership in ASM Inc. accept that the following fundamental principles advance their profession and uphold its integrity and dignity; agree to abide by this Code of Ethics; and recognise the Society's responsibility to consider breaches of this Code and to recommend appropriate responses.

Code of Ethics

The Society requires each member:

- to promote the aims of the Society;
- to behave in such a way as to bring credit to the profession of microbiology;
- to use all proper means to maintain the standards of the profession;
- to respect any confidence gained in the conduct of the profession;
- to ensure that public statements are fair and objective;
- not to engage in microbiological practices restricted by law or professional agreement;
- to avoid unwarranted statements that reflect upon the character or integrity of other members of the profession;
- to recognise the responsibility to subordinates in terms of professional guidance and dissemination of information;
- to maintain professional competence by keeping abreast of new information and developments;

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- to support fellow members who find themselves in difficulties on account of their adherence to this Code, and the Society in its efforts to protect them;
- to recognise responsibility to the community and the environment in protecting each from exposure to undue actual or potential microbiological hazards.
- not to engage knowingly in research for the production or promotion of biological warfare agents.

Composition

Council shall appoint an Ethics Standing Committee to administer the Code of Ethics. It shall consist of at least five members. Preferably these members shall represent areas such as academia, government, industry, medicine and research. The President of the Society shall be a member ex officio. The Chairperson of the Committee shall be appointed by Council. Members of the Committee shall be appointed in the first instance for a period of two years, and may be re-appointed for a further term of two years, with no maximum number of years of service.

Terms of Reference

- To review the Code of Ethics from time to time taking into account the experience gained in applying the Code. Such reviews shall be submitted to Council for consideration and to the Members for approval.
- To act as the judicial body with respect to abuses of the Code.
- To make recommendations as to whether Council should take action against a member of the Society and what that action should be and/or make representations on behalf of a member in areas of conflict.
- To receive and act upon submissions from members when conflicts arise.

Procedures - Ethics Review Process

The process for reviewing infractions of the Code of Ethics will be as follows:

It is the responsibility of all parties concerned with the ethical review process to proceed under conditions of strictest confidence.

Upon receipt of a complaint, the President of the Society with fellow members of the Executive Committee will conduct a preliminary determination of the seriousness of the charge.

If found by the Committee not to be a serious ethical violation, the complaint should be dismissed at this point by the President.

If the complaint appears in any way significant, the President will request the Ethics Standing Committee (ESC) to review the evidence regarding the charge and will notify the accuser and the accused of this action. Both parties are thereby directed to prepare evidence for presentation to the ESC.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

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Upon conclusion of its review, the Committee will report its findings to the President; the findings will include a recommendation for action by the Society on the charge.

If the ESC recommends removal from membership, the President will proceed according to Clause 15 of the Constitution.

If the ESC recommends dismissal of the charge, reprimand of either party (accused or accuser), or a requested resignation from membership by either party, the President will notify both parties of that decision. In that same notification, the parties will be informed of their right to appeal against the decision. Written notification of intent to appeal must be received by the President within thirty days of the notice of decision. The appeal must be based on either the claim that additional evidence is available and will be supplied, or the claim that improper procedures were used during the ESC's review. If such notification is not received, the decision of the ESC will be carried out. The appeal evidence must be submitted to the President in writing within ninety days of notification of the decision. The President will transmit this evidence to the ESC for its review. The ESC will review the basis for appeal. If no basis for appeal is found, the ESC will not proceed further with the review, and the earlier decision will stand. If the basis for appeal is acceptable to the ESC, it will review the evidence and the proceedings in full. The decision of the ESC to support the original decision, modify it or reverse it will be communicated to the President. The President will notify all parties of this decision. In the case of removal from membership, reprimand, or requested resignation, the name of the member and the sanction applied will be published in Microbiology Australia and any other place judged suitable. In the case of dismissal of charges, the accused shall be given the choice of whether or not that decision is published.

This will be the final action of ASM Inc. on the matter.

A member who resigns or is expelled due to action taken under this By-Law will not be re-admitted to the Society for a period of less than five years and will be considered for re-admittance only upon direct application to Council.

ASM FOUNDATION COMMITTEE

Composition

The separate fund set aside by the Society as the ASM Foundation shall be administered through the Council by a Standing Committee of three members appointed by the Council of whom one shall be the President of the Society or the President's nominee from the members of Council. The members of the Committee shall be appointed for a maximum term of five (5) years.

Terms of Reference

- To administer a fund established by the Society and known as the ASM Foundation.
- To use this fund to foster research and professional education in microbiology in Australia.
- To forward to Council minutes of formal meetings of the Committee and to report to each meeting of Council on matters pertaining to the Foundation.

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Procedures

In general, the Standing Committee shall meet formally twice per year.

The quorum necessary for the transaction of the business of the Standing Committee shall be two members thereof or such greater number as may be determined by the National Council.

The capital of the Foundation shall be maintained as a capital sum and invested in such manner as the Council shall from time to time decide.

To achieve the aims of the Foundation, the income arising from the capital fund shall be available to assist in financing:

- short postgraduate refresher courses in Australia on various aspects of microbiology;
- visits by International or Australian specialist microbiologists to and within Australia for specific purposes which would be of benefit to many members;
- visits by Australian specialist microbiologists to international symposia or advanced courses with the prime object of the knowledge gained being disseminated to other Australian microbiologists on the return of the supported specialists to Australia;
- visits by Australian specialist microbiologists to overseas centres on "Lecturer Exchange Programmes" with affiliated learned Societies;
- ASM scholarships for postgraduate training of members;
- any other purposes recommended by the Committee and deemed by Council to be consistent with the aims of the Foundation.
- The capital constituting the Foundation may be added to at any time by:
- Council approving the transfer of monies from the accumulated funds of the Society;
- gifts and donations including gifts and donations from members of the Society, well-wishers or companies wishing to support the Foundation and legacies to the Foundation.

The interest arising from the capital sum shall be available each year for the purpose of grants made by the Foundation. The uses to which the income of the Foundation for any year is to be put will be decided by the Council after consideration of recommendations of the Committee. Grants from the Foundation shall be subject to conditions laid down by the Council at the time of making such grants. At the discretion of the Council or in the event of the Society ceasing to exist, the funds of the Foundation shall be disposed of as decided upon at a general meeting of the Society with prime consideration being given to maintenance of the Foundation under the auspices of some Association or Society with similar objectives to this Society.

CLINICAL MICROBIOLOGY STANDING COMMITTEE

Composition

The Standing Committee on Clinical Microbiology shall consist of a National Chairperson and up to eight (8) additional members to be appointed by National Council.

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The membership will include a member of National Council and the nominated National Council NPAAC representative.

Terms of Reference

- To advise the Society on issues relevant to the conduct of clinical microbiology in Australia. To encourage the development of standards in the scientific practice of microbiology in clinical diagnostic laboratories.
- To contribute to the scientific activities of the Society in the area of clinical microbiology.
- To ensure liaison with other groups and societies in Australia in relevant areas of clinical microbiology.

Procedures

The membership of the Standing Committee shall be reviewed by National Council every two years.

The National Chairperson shall serve for a period of two years but be eligible for re-election.

The National Chairperson shall be ex officio a member of National Council under Clause 19(i) of the Constitution (AGM July 1992).

The Standing Committee will meet formally every year at the Annual Scientific Meeting.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

The Standing Committee shall submit minutes of formal meetings and/or a written report of activities to each meeting of National Council.

The National Council or its Executive may refer to the Standing Committee those aspects of the Society's business that relate to the Terms of Reference of the Standing Committee.

The Standing Committee may act as the Society's official representative in dealings with other organisations and may issue statements on the Society's behalf only when so appointed by National Council, the Executive or the President.

The Standing Committee shall use the Society's facilities such as the Secretariat and the Journal for the conduct of its business and may obtain financial support as needed within the budget approved for Standing Committees from time to time by the National Council and administered through the Executive Committee.

BIOSAFETY AND BIOSECURITY STANDING COMMITTEE

Composition

The Standing Committee on Biosafety and Biosecurity shall be appointed by Council and consist of up to thirteen (13) members including a member of Council.

The Chairperson of the Committee shall be appointed by Council.

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Terms of Reference

- To formulate biosafety and biosecurity policy for the Society.
- To advise the Society on biosafety and biosecurity issues.
- To prepare and update Pathogen Risk Groups and Containment Levels in collaboration with the Special Interest Groups and other relevant professional bodies.
- To liaise on biosafety issues with the Genetic Manipulation Advisory Committee (GMAC).
- To present to Council minutes of formal meetings of the Committee and reports on matters pertaining to biosafety and biosecurity.

Procedures

Generally the Standing Committee shall meet formally once per year at the time of the Annual Scientific Meeting of the Society.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

The membership of the Standing Committee shall be reviewed by Council every two years.

The Committee shall send minutes and/or report on its activities to each meeting of Council. National Council may refer to the Committee those aspects of the Society's business that relate to the Terms of Reference of the Committee.

The Standing Committee may act as the Society's official representative in dealings with other organisations on biosafety issues and may issue statements on the Society's behalf when so appointed by Council or the Executive Committee.

The Committee shall use the Society's facilities for the conduct of its business and obtain financial support as needed from within the budget approved for Standing Committees by Council and administered through the Executive Committee.

PUBLICATIONS STANDING COMMITTEE

Composition

The Standing Committee on Publications shall be appointed by Council and consist of up to eight (8) members. Membership will include the Editor-in-Chief of the society's journal, Microbiology Australia (an appointee of Council), the Chairperson of the National Examinations Board (or nominee determined in consultation with the President of the Society), a representative of the Education SIG appointed on the recommendation of the SIG. If deemed appropriate by Council, representatives of Committees organising the Annual Scientific Meetings of the Society may be co-opted to the Standing Committee on Publications. The Chairperson of the Committee shall be appointed by Council.

Terms of Reference

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- To publish or to enter into agreements with others to publish such journals and other publications (abstracts, reviews, newsletters, etc.) as may be authorised by a two-thirds majority of Council.
- To prepare for Council budgets for planned publications, and financial statements relating to profit and loss on the Society's publications.
- To present to Council minutes of formal meetings of the Committee and reports on matters pertaining to the Society's publications.

Procedures

The Standing Committee shall meet formally once per year, usually at the time of the Annual Scientific Meeting of the Society, and more frequently by teleconference or otherwise as required.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members thereof or such greater number as may be determined by the National Council.

The membership of the Standing Committee shall be reviewed by Council every two years.

The Committee shall send minutes and/or report on its activities to each meeting of Executive and Council. National Council may refer to the Committee those aspects of the Society's business that relate to the Terms of Reference of the Committee.

The Standing Committee may act as the Society's official representative in dealings with other organisations on publications, when so appointed by Council or the Executive Committee.

The Committee shall use the Society's facilities for the conduct of its business and obtain financial support as needed from within the budget approved for Standing Committees by Council and administered through the Executive Committee.

9. HONORARY LIFE MEMBERSHIP

General Procedures

Nominations for election to Honorary Life Membership may be forwarded to Council by 30th June in any calendar year. At this time the nominations will be grouped and presented to the Honours Subcommittee for assessment and review. Based upon the recommendations of the Honours Subcommittee, nominees may be elected to Honorary Life Membership by National Council at the next meeting of Council, if feasible. No more than three Honorary Life Members shall be elected in any one year and if at any time the number of living Honorary Life Members exceeds 1% of the total membership of the Society, the number elected that year will not exceed one.

Honours Subcommittee

The Honours Subcommittee to consider nominations received in any one year shall be appointed by Council at its first meeting of that year. The Subcommittee shall consist of three members including the President and, if available, two former Presidents of the Society. If former Presidents are not available, the

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Council may nominate one or two other distinguished Members or Fellows to act with the President to form the Subcommittee of three.

Procedure for Nomination

A person shall not be considered for election as an Honorary Life Member unless the Council has received from the proposer:

- a nomination for Honorary Life Membership signed by the proposer, a seconder, and ten other signatories each of whom shall be a Member or Fellow of the Society;
- a complete curriculum vitae together with a condensed summary and photograph suitable for publication in Microbiology Australia;
- a statement summarising the nominee's major contribution to the discipline and/or practice of microbiology, to the Society, or to both, together with information attesting to the high personal and professional standards of conduct of the candidate; and
- a bibliography of scientific publications and/or contributions to the relevant area of microbiology.

Upon receipt, this information shall be forwarded to the Honours Subcommittee for assessment and review.

Assessment and Election

After 30th June of each year, the Honours Subcommittee will review the nominations received and place those considered acceptable and of sufficient merit in priority order.

A maximum of three nominations from the top of the listing will be recommended to the next meeting of National Council, if feasible, for election to Honorary Life Membership. Council members are to be provided with the condensed summaries of these nominees and if they gain approval of two-thirds of Council members, they will be duly elected to Honorary status. Their names will be placed on the Honours List; their election will be announced at the next Annual General Meeting; and their summaries and photographs will be published in the next available edition of Microbiology Australia.

Persons nominated for Honorary Life Membership who were considered by the Honours Subcommittee to be acceptable and of sufficient merit but who failed to gain the endorsement of Council in that year, will be automatically included in the nominations for the next year. If election to Honorary Life Membership still does not occur, this process shall be repeated for a maximum of three years. At the end of this three year period, a fresh nomination will be required if consideration is to be continued.

10. OVERSEAS MEMBERS

Applicants for membership from individuals who are not resident in Australia.

- normally, Associate membership shall be the approved category of membership for persons resident outside the Commonwealth of Australia;
- a current curriculum vitae must be attached to the application for Associate membership of the Society;

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- an applicant's suitability for acceptance into the Society shall be determined by two Members of the Society who shall examine the applicant's curriculum vitae and act as Proposer and Seconder;
- the annual subscription for permanent overseas members shall be determined by National Council from time to time;
- Membership of the Society (MASM) shall be conferred on permanent overseas members only if the full Constitutional requirements as stated on the application form are met by the applicant.

Members who become temporarily or permanently resident outside Australia.

Members of the Society who are resident outside Australia shall be defined as:

- temporarily resident outside Australia if absent for up to three years; and
- permanently resident outside Australia if absent for greater than three years.

Members of the Society of any category of membership, temporarily resident outside Australia, may apply in writing to the Secretariat for membership to be suspended for a period up to but not exceeding three years; or apply in writing to the Secretariat for membership to be continued with a subscription rate equal to that of permanent overseas members. Members of the Society of any category of membership, permanently resident outside Australia, will not be eligible for suspension of membership, but may maintain their category of membership with a subscription rate to be determined by Council from time to time.

11. MEMBERS WHO HAVE RETIRED

Members who retire from the workforce shall retain their membership classification as at the time of retirement, but be allowed to pay a reduced subscription equivalent to half the current Member fee.

12. SPECIAL INTEREST GROUPS

National Council and the Society recognise the value and need for Special Interest Groups (SIGs) within the framework of the ASM. The function delegated by Council to the SIG is to advance the science of its special interest in microbiology or related discipline within the framework of the Society, its Constitution and By-Laws, and in addition to and in co-operation with those activities already maintained by the Society.

Establishment

Council will consider the establishment of a SIG upon the receipt of a formal submission signed by ten members of the Society of any class except Sustaining member. If there is no reason to the contrary, Council shall establish the SIG and inform the proposer by letter of its decision.

Membership

Eligibility for membership of the group shall be open without formality to any member of the Society or of kindred Societies who have an interest in the activities of the Group.

Structure

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Upon establishment, the SIG shall convene at the next Annual Scientific Meeting of the Society and elect a Convenor, who must be a Member of the Society, and a Committee. Where possible, it is recommended that the Committee include representation from each of the Branches.

If the National SIG determines to set up sub-groups at the Branch level, such a group will be subject to Branch By-Laws which must not contain clauses deemed by Council to conflict with the spirit of this By-Law. Representatives from Branches on the National Committee must be members of the local SIG sub-group committee and act as liaison persons between the two groups.

The Convenor shall serve for a term of two years, and be eligible for re-election.

Where appropriate to the functioning of the SIG, a list of registered members is to be compiled and kept current by the Convenor and/or Secretary of the Group, and the list be provided to the Executive Director once annually at the time of submission of the Annual Report.

A registered member is a person who on an annual basis renews interest in the Group and its activities. Affiliation of the SIG with other Societies must be sought through Council.

Responsibilities to the Society

The SIG Committee shall be responsible through consultation for policies and activities generated by the group.

The Convenor or Secretary of the Group shall submit to Council an Annual Report of the activities of the Group suitable for publication in Microbiology Australia, together with an audited financial statement, not later than six weeks following the Annual General Meeting of the SIG. Financial responsibility for the Group reposes with the Council which will consider requests for financial or other assistance submitted to it from time to time by the Committee of the Group.

There are to be no subscriptions raised nor fees applied to members to meet the costs of administering the Group without prior Council approval.

The establishment of a Group or the appointment of any member or members of its Committee may be terminated at any time by Council, subject to review at the next Annual General Meeting of the Society. Failure to present an Annual Report or audited financial statement within any sixteen month period shall be grounds for Council to consider such a step. Upon disbandment, all funds held by the Group are to be placed in the National Treasury.

If a specific letterhead is used by the SIG, prominence must be given to the relationship of the Group to The Australian Society for Microbiology Inc. as the parent body, using the logo and colour as specified in the By-Laws.

Following an Annual General Meeting of the Group, the Convenor shall notify the Secretary of the Society of any changes in membership of the Committee.

Activities The Group's activities shall include an Annual General Meeting, normally held in association with the Annual Scientific Meeting of the Society, to discuss scientific or organisational matters pertaining to its special interest.

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In co-operation with the Organising Committee of the Annual Scientific Meeting, the SIG is encouraged to organise additional scientific sessions for the general membership.

The Group should promote itself by publishing its activities in Microbiology Australia, together with scientific articles or reviews dealing with its area of special interest. Groups should appoint a publication liaison member to assist in achieving this aim, the name of whom should be transmitted to the Editor of Microbiology Australia.

From time to time, Council may require a SIG to deal with specific issues or to represent it in an official capacity.

Variations to Policies and Procedures for SIG's

Council may, on application from any SIG, vary for that SIG aspects of the Structure, Responsibilities to the Society, and Activities delineated in these By-Laws that will facilitate the functioning of the SIG within the framework of ASM.

13. CONFIDENTIALITY OF MEMBERSHIP INFORMATION

Information included on the membership Register or any personal or professional information provided to the Society for honours, prizes and awards of the Society, or for whatever other purpose, is deemed confidential and shall be used for ASM business only. The information is not transferable and may not be photocopied, loaned, given, rented or sold to any other person or organisation without Council approval.

A breach of this confidentiality by a member will be considered a breach of the Code of Ethics. For Society purposes, Council will determine what information will be provided to certain Officers or Committees of the Society who require such information to perform more efficiently their ASM duties.

14. INTERMISSION OF MEMBERSHIP

Members who, in any given year, request the intermission of their membership because of unemployment or temporary absence from the workforce to rear children will be allowed to pay a reduced subscription equivalent to the current student membership fee.

The period of intermission shall be for one year at a time and shall be for no more than a maximum of five years.

Members in intermission will not receive Microbiology Australia, but shall receive Branch newsletters.

Fellows and Members in intermission shall retain their voting rights at General Meetings of the Society. All members in intermission shall be eligible for student member registration fees at the Annual Scientific Meeting of the Society.

15. APPOINTMENTS TO POSITIONS ON NATIONAL COUNCIL ESTABLISHED BY THE SOCIETY UNDER CLAUSE 19(i) OF THE CONSTITUTION

The following additions to the offices and membership of Council under Clause 19(i) of the Constitution have been ratified by the Society in General Meeting:

Chairperson of the National Examinations Board (May 1988)

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Chairperson of the Standing Committee on Clinical Microbiology (July 1992)

The National Council is empowered to make appointments to those positions under terms and conditions delineated elsewhere in these By-Laws, in accord with the Constitution.

16. STATIONERY

Letterhead and other stationery used for all aspects of Society business, including Scientific Meetings, Branch correspondence and newsletters, Standing Committees and Special Interest Groups, shall display the Society's logo and the Society's Australian Registered Business Number (ARBN).

The colour shall be Pantone Matching System (PMS) 186 or "warm red". Design of stationery and use of the logo other than as delineated shall be only with the approval of the Executive Committee or National Council.