



Australian and New Zealand

SOCIETY FOR IMMUNOLOGY INC.

Australian and New Zealand Society for Immunology
Incorporated

ABN 76 330 189 856

Rules

Associations Incorporation Reform Act 2012
Associations Incorporation Reform Regulations 2012
Part 3



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1. Name

- 1.1. The name of the incorporated association is the Australian and New Zealand Society for Immunology Incorporated (in these rules called "the Society").

2. Purpose

- 2.1. The purpose of the Society is: The advancement of the science and education of immunology.

3. Financial Year

- 3.1. The financial year of the Society is each 12 month period ending on July 31.

4. Definitions

- 4.1. In these rules, unless the contrary intention appears:-

"Council" means the committee of management of the Society

"Financial year" means the year ending as defined under Rule 3

"General Meeting" means a general meeting of members convened in accordance with Rule 11.

"Member" means a member of the Society

"Ordinary Member of The Council" means a member of the Council who is not an officer of the Society under Rule 18.

"Society" means the incorporated association

"the Act" means the Associations Incorporation Reform Act (Victoria) 2012, as amended from time to time.

"The Regulations" means regulations under the Act

"The Registrar" means the Registrar of Incorporated Associations

"the unincorporated Society" means the unincorporated Australian Society for Immunology.

"Special resolution" means a resolution that requires not less than three fourths of the members voting at a general meeting, whether in person or in proxy, to vote in favour of the resolution.

"Disciplinary appeal meeting" means a meeting of the members of the association convened under Rule 32

"Disciplinary meeting" means a meeting of the Committee convened for the purposes of Rule 32

"Disciplinary subcommittee" means the subcommittee appointed under Rule 32.

- 4.2. In these Rules, a reference to the Secretary of a Society is a reference: -

- a. where a person holds office under these Rules as Secretary of the Society - to that person; and
- b. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act (Victoria) 1984.

5. Powers of Association

- 5.1. Subject to the Act, the Society has the power to do all things incidental or conducive to achieve its purpose.

- 5.2. Without limiting Rule 5.1, the Society may –

- a. Acquire, hold and dispose of real or personal property
- b. Open and operate accounts with financial institutions
- c. Invest its money in any security in which trust monies may be lawfully be invested
- d. Appoint agents to transact business on its behalf
- e. Enter into any other contract it considers necessary or desirable

- 5.3. The Society may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for Profit Organisations.



- 6.1. The Society must not distribute any surplus, income or assets directly or indirectly to its members
- 6.2. Rule 6.1 does not prevent the Society from paying a member –
 - a. a reimbursement for expenses properly incurred by the member; or
 - b. for goods or services provided by the member if this is done in good faith on terms no more favourable than if the member was not a member; or.
 - c. awards and prizes as constituted by the Council and in keeping with the purpose of the Society.

7. Membership

- 7.1. There shall be various grades of membership.
 - a. "Ordinary membership". This is by subscription, and is open to all persons interested in the study of immunology who are admitted to Ordinary Membership pursuant to these Rules.
 - b. "Honorary membership". The Council may elect to honorary membership any person who, in its opinion, has rendered distinguished service to the science of immunology or to the Society. Honorary members enjoy all the rights and privileges of ordinary membership and shall not be required to pay entrance fees or annual subscription fees. At the discretion of the Council, honorary membership may be conferred for a period or for life.
 - c. "Sustaining membership". The Council may elect to sustaining membership any person, company, organisation, society or instrumentality whose interest in immunology and in the aims of the Society enables them to support the Society, on such terms as to payment of subscription as the Council thinks fit. Sustaining members enjoy all the rights and privileges of ordinary membership. If a sustaining member is a company, organisation, society or instrumentality, then the rights and privileges of membership are exercisable only by a person nominated by its governing body.
 - d. "Student membership". A student member shall enjoy all the rights and privileges of ordinary membership but is eligible to pay a reduced subscription fee, providing such person is able to prove their student status.
 - e. "Interim membership". An Interim member shall enjoy the rights and privileges of ordinary membership but is eligible to pay a reduced subscription fee, providing the person is joining the society in the second half of the year (ie. after June 30) and has not been a member of the Society at any time in the past.
 - f. Such other grades of membership as may be provided for in these Rules.
- 7.2. The entrance fees, annual subscription fees and voting rights applicable to each grade of membership may differ.
- 7.3. All persons who are members of the unincorporated Society shall automatically be members of the Society upon its incorporation.



8. Application for Membership

- 8.1. A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Society on payment of the entrance fee and annual subscription payable under these rules.
- 8.2. A person who is not a member of the Society at the time of the incorporation of the Society (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership: -
 - a. unless he or she is nominated as provided in Rule 8.3 and
 - b. his or her admission as a member is approved by the Society under these Rules.
- 8.3. A nomination of a person for membership of the Society: -
 - a. shall be made in writing in the form set out in Appendix 1: and
 - b. shall be lodged with the Secretary of the Society.
- 8.4. Upon a nomination being approved by the Secretary, the Secretary shall notify the nominee in writing that he or she is approved for membership of the Society. Such person shall pay the sum payable under these rules as the entrance fee and the first year's annual subscription within a period of 28 days after receipt of such notification of approval.
- 8.5. The Secretary shall, upon payment of the amounts referred to in Rule 8.4 within the period referred to in that sub-clause, enter the nominee's name in the register of members kept by him or her and, upon the name being so entered, the nominee becomes a member of the Society.
- 8.6. In the event of the Secretary rejecting the nomination, the nominee shall have the right of appeal by notice in writing to the Council of the Society. Upon receipt of such notice, the Council will consider the circumstances of the application and make its determination by majority vote. If the nomination is rejected, the Society must return any money that accompanied that application.
- 8.7. No reason need to be given for rejecting an application
- 8.8. A right, privilege, or obligation of a person by reason of his or her membership of the Society:-
 - a. is not capable of being transferred or transmitted to another person except where allowed in these Rules and according to the processes described therein;
 - b. terminates upon the cessation of his or her membership, whether by death, resignation, expulsion or otherwise.

9. Entrance Fee and Annual Subscription

- 9.1. The entrance fee will be decided upon from time to time at a general meeting.
- 9.2. The annual subscription will be decided upon from time to time at a general meeting.

10. Register of Members

- 10.1. The Secretary must keep and maintain a register of members that includes for each current member
 - a. the full name,
 - b. address for notice last given by the member
 - c. date of entry of the name of each member and
 - d. any other information determined by Council
- 10.2. The register shall be available for inspection by members upon reasonable notice being given to the Secretary.

11. Annual General Meeting

- 11.1. The Society shall in each calendar year convene an Annual General Meeting of its members.
- 11.2. The Annual General Meeting shall be held on such day, time and place as the Council determines but within 5 months after the end of each financial year.
- 11.3. The Annual General Meeting shall be specified as such in the notice convening it.
- 11.4. The ordinary business of the Annual General Meeting shall be: -



- a. to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - b. to receive from the Council reports upon the transactions of the Society during the last preceding financial year;
 - c. to receive and consider the financial statement of the Society for the preceding financial year submitted by the Council in accordance with Part 7 of the Act;
 - d. to set the entrance fee and annual subscription fee for the financial year, providing these have not already been set at a general meeting.
- 11.5. The annual general meeting may also consider any other such business of which notice has been given in accordance with these Rules.
- 11.6. The annual general meeting may be held using appropriate technology as either a hybrid or virtual general meeting

12. Special General Meeting

- 12.1. All general meetings other than the Annual General Meeting shall be called special general meetings.
- 12.2. The Council may, whenever it thinks fit, convene a special general meeting of the Society and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 12.3. The Council shall, on the requisition in writing of members representing not less than five per cent of the total number of members, convene a special general meeting of the Society.
- 12.4. The requisition for a special general meeting shall state the objects of the meeting, any resolutions to be proposed and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 12.5. If the Council 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 3 months after that date.
- 12.6. A special general meeting convened by members in pursuance of these rules
- a. shall be convened in the same manner as nearly as is possible as that in which those meetings are convened by the Council and
 - b. must be held within 3 months after the date on which the original request was made; and
 - c. may consider only the business stated in that original request.
- 12.7. All reasonable expenses incurred in convening the meeting shall be refunded by the Society to the persons incurring the expenses.

13. Notice of Meeting

- 13.1. The Secretary of the Society shall, at least 21 days before the date fixed for holding a general meeting of the Society, cause to be sent to each member of the Society at his or her address appearing in the register of members, a notice stating the place, date and time of the meeting and the general nature of the business to be transacted at the meeting.
- 13.2. If a special resolution is to be proposed, it must state in full the proposed resolution and the intention to propose the resolution as a special resolution.
- 13.3. A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.
- 13.4. Any matter whatsoever may be discussed and/or transacted at a meeting.
- 13.5. The notice must comply with rule 15.18.
- 13.6. This rule does not apply to a disciplinary appeal meeting.

14. Use of technology

- 14.1. A member not physically present at a general meeting may be permitted to participate in the meeting



by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

- 14.2. For the purposes of this Part, a member participating in a general meeting as permitted under Rule 14.1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

15. Proceedings at Meetings

- 15.1. All business that is transacted at a special general meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these rules, as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- 15.2. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 15.3. 40 members (being members entitled under these rules to vote at a general meeting) present (physically, by proxy or as allowed under Rule 14) constitute a quorum for the transaction of the business of a general meeting.
- 15.4. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved, and in any other case, shall stand adjourned to the next day at the same place and at the same time (unless another place and/or another time is specified by the Chairperson at the time of the adjournment). If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (if 20 or more) shall be deemed a quorum.
- 15.5. The President, or in his or her absence, the Vice-President or the Immediate Past President, whichever is in office, shall preside as Chairperson at each general meeting of the Society.
- 15.6. If the President is absent, and whichever of the Vice-President and Immediate Past President is in office, is also absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 15.7. The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 15.8. Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 15.9. Except as provided in Rule 15.8, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 15.10. A question arising at a general meeting of the Society shall be determined on a show of hands unless a poll is demanded instead or immediately after a show of hands. A poll shall override a show of hands. A declaration by the Chairperson that a resolution has, on a show of hands, or instead by a poll where demanded or by a poll overriding a show of hands where demanded, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Society, is evidence of the fact, without further proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 15.11. Upon any question arising at a general meeting of the Society, a member has one vote only, excepting where there is an equality of voting on a question, then the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 15.12. All votes shall be given personally or by proxy.
- 15.13. If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 15.14. A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 15.15. Upon any question arising at a general meeting of the Society, a postal vote may be called for; providing the motion to conduct a postal vote is called for and carried by a majority of members



present and is called for and carried prior to the motion in question being voted on at the meeting. Subject to these Rules, where the postal vote then takes place, the vote on the question is decided by a simple majority of the members who vote in the postal vote.

- 15.16. A member is not entitled to vote at any general meeting or on any postal ballot unless and until all moneys due and payable by him or her to the Society have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- 15.17. Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 15.18. Notice of a general meeting given to a member under Rule 13 must –
 - a. state that the member may appoint another member as proxy for the meeting; and
 - b. include a copy of any form the Council has approved for the appointment of a proxy.
- 15.19. The notice appointing the proxy can according to Council's discretion be either a notice to appoint a proxy (name and address specified) to vote on behalf of the member (name and address specified) at an Annual General Meeting or a Special General Meeting of the Society (as specified and at the day specified) or a notice to authorise a proxy to vote in favour of/against (delete as appropriate) the resolution (details specified)

16. Minutes of General Meeting

- 16.1. The Council must ensure that minutes are taken and kept of each general meeting.
- 16.2. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 16.3. In addition, the minutes of each annual general meeting must include -
 - a. The number of members attending the meeting
 - b. Proxy forms given to the Chairperson of the meeting under Rule 15; and
 - c. The financial statements submitted to the members in accordance with Rule 11; and
 - d. The certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Society; and
 - e. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

17. Council

- 17.1. The affairs of the Society shall be managed by a Council constituted as provided in Rule 18.
- 17.2. The Council:-
 - a. shall control and manage the business and affairs of the Society;
 - b. may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Society; and
 - c. subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Society.

18. Membership of the Council

- 18.1. The officers of the Society and their terms of office and manner of gaining office shall be as follows:
 - a. a President

In the first instance after the incorporation of the Society, the President shall be the person holding the office of President in the unincorporated Society, and he or she shall complete the term of office begun in the previously unincorporated Society. That term of office shall expire immediately after an Annual General Meeting of the Incorporated Society, which is two Annual General Meetings of the Society from the Annual General Meeting after which he or she commenced office. Thereafter the position of President will normally be filled automatically by the Immediate past Vice-President who shall occupy the office of President until immediately after the second Annual General Meeting after



the Annual General Meeting after which he or she attained the office of President.

Should it not be feasible for the immediate past Vice-President to assume the office of President, then an election will be conducted in accordance with these Rules for the same term of office.

b. an Immediate Past President or a Vice-President

At any given time there shall be either an Immediate Past President or a Vice-President as an officer of the Society.

An Immediate Past President shall hold office for a term to run from the completion of his or her term as President until immediately after the Annual General Meeting which is the first Annual General Meeting after the one which completed his or her term as President.

A Vice-President shall hold office for a term to run from immediately after the first Annual General Meeting during the President's term of office until immediately after the second and last Annual General Meeting in the President's term of office. As set out in 18.1(a) herein, the Vice-President then automatically becomes President if available. (Thus normally a Vice-President will serve approximately one year in that capacity, followed by approximately two years as President and by approximately one further year as Immediate Past President, making a total of approximately four years as an officer of Council.)

c. a Secretary

In the first instance after the incorporation of the Society, the Secretary shall be the person holding the office of Secretary in the previously unincorporated Society, and he or she shall complete the term of office begun in the unincorporated Society. Thereafter the position of Secretary shall be filled by election as set out in these Rules, for a period to run until immediately after an Annual General Meeting which is the third Annual General Meeting after the Annual General Meeting after which he or she attained office.

d. a Treasurer

In the first instance after the incorporation of the Society, the Public Officer shall be the Treasurer and shall hold office until immediately after the first Annual General Meeting of the Society. Thereafter the Treasurer shall be elected in accordance with these Rules for a term of office to expire immediately after the third Annual General Meeting after which he or she attained office. After the Annual General Meeting of the year 2014, the position of Treasurer shall be automatically filled by the Deputy Treasurer who will be elected in accordance with section 18.1e. After the Annual General Meeting of the year 2021 the position of Treasurer shall be occupied for a term of office to expire immediately after the second Annual General Meeting after which he or she attained the office of Treasurer.

e. a Deputy Treasurer or Immediate Past Treasurer

At any given time there shall be either an Immediate Past Treasurer or a Deputy Treasurer as an officer of the Society. The Deputy Treasurer will be appointed based on a call for nominations from the membership for this position in accordance with the rules outlined in section 22. The Deputy Treasurer shall hold office for a term to run from immediately after the Annual General Meeting in the year of their appointment until immediately after the first Annual General Meeting following their appointment. As set out in 18.1(d) herein, the Deputy Treasurer then automatically becomes Treasurer if available. The next Deputy Treasurer shall be elected, in accordance with the rules outlined in Section 22, in the first year of the current Treasurer's appointment and appointed as Deputy Treasurer immediately after the Annual General Meeting of that year. (Thus, normally a Deputy Treasurer coming into office after the Annual General Meeting of the year 2020 will serve approximately one year in that capacity, followed by approximately two years as Treasurer and one year as Immediate Past Treasurer making a total of approximately four years as an officer of Council). In the case of a Deputy Treasurer being unable to assume the role of Treasurer, the position will be declared vacant and filled according to the procedures set out in rule 18.4 herein.

18.2. Each newly elected incoming officer shall take up his or her office immediately after the forthcoming Annual General Meeting after the election takes place, saving that an officer elected to fill a casual vacancy as set out in Rule 18.7 shall take office immediately.

18.3. The provisions of the Rules dealing with elections and vacancies of officer holders so far as they are



applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in Rule 18.1 herein.

18.4. In the event of a casual vacancy occurring:-

- a. In any office referred to in Rule 18.1 which occurs within 6 months of the expiration of the term of office, the Council may appoint a replacement from the members of the Society to the vacant office and the member so appointed may continue in office for the remainder of the term of office; and the period thereafter will be filled in the normal manner described in Rule 18.1 herein.
- b. In the event of a casual vacancy occurring when the remainder of the term of office is 6 months or more, a special election shall be held forthwith but in the same manner as set out in Rule below.

18.5. Subject to the Act, the Council shall consist of:-

- a. the officers of the Society;
- b. the ordinary members of Council, being;
one Representative of NSW, Queensland, Western Australia, the Australian Capital Territory, one joint representative from South Australia and the Northern Territory, one joint representative from Victoria and Tasmania and one Representative of New Zealand.
- c. the Representative of any association which has been formally recognised by Council by virtue of shared interests (including those associations so recognised by the Council of the unincorporated Society prior to incorporation). Such Representative shall not normally be a voting member of Council unless otherwise determined by Council.
- d. the Representative of any committee or sub-committee which was initiated by a direct request of Council (including any committee or sub-committee so initiated by the unincorporated Society prior to incorporation). Such Representative shall not normally be a voting member of Council unless otherwise determined by Council.
- e. A joint representative for ICB/CTI. The editors-in-chief of ICB and CTI act as one joint representative and share one vote between them. If both editors-in-chief are present and agree the vote will be counted. If the editors-in-chief disagree the vote will be counted as 'abstained'. If only one editors-in-chief is present their vote counts as the one ICB/CTI vote.

18.6. In the first instance after the incorporation of the Society, each of the Branch representatives under Rule 18.5.b herein and each of the committee and sub-committee Representatives under Rule 18.5.c herein shall be the person holding each of the offices of Representative in the previously unincorporated body and he or she shall complete the term of office begun in the previously unincorporated Society, - that term of office shall expire immediately after the Annual General Meeting of the incorporated Society which is two Annual General Meetings of the Society from the Annual General Meeting after which he or she commenced office.

Thereafter the position of each of the Representatives shall be filled by election as set out in these Rules for a period to run until immediately after an Annual General Meeting which is the third Annual General Meeting after the Annual General Meeting after which he or she attained office.

18.7. In the event of a casual vacancy occurring:-

- a. In any office referred to in Rule 18.5.b herein, which occurs within 6 months of the expiration of the term of office, the Council may appoint a replacement from the members of the Society to the vacant office and the member so appointed may continue in office for the remainder of the term of office; and the period thereafter will be filled in the normal manner described in Rule 18.6 herein.
- b. In the event that a casual vacancy occurs when the remainder of the term of office is 6 months or more, a special election shall be held forthwith but in the same manner as set out in Rule 22 below.

19. Executive Committee



- 19.1. There shall be an Executive Committee. The Executive Committee shall be comprised of the President, the Secretary, and whichever of Vice-President or Immediate Past President is in office, the Treasurer and whichever of Deputy Treasurer or Immediate Past Treasurer is in office. A quorum for the Executive Committee shall consist of the President and two other members of the Executive Committee.
- 19.2. A member of the Executive committee not physically present at a meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- 19.3. For the purposes of this Part, a member participating in a general meeting as permitted under Rule 19.1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- 19.4. The Council may delegate to the Executive Committee the power to carry out the day-to-day business of the Society. The Executive Committee shall be answerable to Council and shall report to Council annually or as otherwise requested by Council. Notwithstanding the foregoing, the Council may put budgetary limits on expenditure by the Executive and before making major expenditures the Executive must obtain Council approval.

20. Scientific Meeting

- 20.1. The Council shall each year appoint a sub-committee to organise a Scientific Meeting at a venue to be decided upon by Council.

21. Affiliated Societies

- 21.1. The Society may form affiliations with groups of like interest for the benefit of both parties. Such an affiliation must necessarily be confirmed either by:-
 - a. a special general meeting of members called for that purpose;
 - b. a majority of the members voting in a postal vote of members; or
 - c. a majority of the members voting at the Annual General Meeting of the Society.

22. Election of Officers and Ordinary Members of the Council

- 22.1. Candidates for election as officers of the Society or as ordinary members of the Council must hold either Ordinary or Honorary membership in the Society.
- 22.2. Nominations of candidates for election as officers of the Society or as ordinary members of the Council:-
 - a. shall be made in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b. shall be delivered to the Secretary of the Society on or before the 15th of October each year.
- 22.3. If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected, and further nominations shall then be called for the unfilled positions.
- 22.4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 22.5. If the number of nominations exceeds the number of vacancies to be filled, a postal ballot shall be held.
- 22.6. If required, a postal ballot for the election of officers and ordinary members of the Council shall be conducted during November each year in such usual and proper manner as the Council may direct.
- 22.7. A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- 22.8. Voting for each State, Territory or New Zealand Representative is restricted to members who are resident in the relevant state, territory or country.

23. Vacancies on the Council



- 23.1. For the purposes of these rules, the office of an officer of the Society or of an ordinary member of the Council becomes vacant if the officer or Council member:-
- a. ceases to be a member of the Society; or
 - b. resigns his or her office by notice in writing given to the Secretary.
 - c. removed from office by the Society pursuant to these Rules.

24. Proceedings of Council

- 24.1. The Council shall meet at least once in each year at such place and such times as the Council may determine.
- 24.2. Special meetings of the Council may be convened by the President or by any four of the members of the Council.
- 24.3. Notice shall be given to members of the Council of any special meeting specifying the general nature of the business to be transacted. Other business, which is not on the notice paper, may be transacted at such a meeting.
- 24.4. A quorum for the meetings of Council shall consist of not less than four members of the Council in total and containing not less than two members of the Executive Committee.
- 24.5. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the next day following (unless another time, place and/or day is specified by the Chairperson at the time of the adjournment). However, if the meeting was a special meeting it will lapse.
- 24.6. At meetings of the Council:-
- a. the President or in his or her absence whichever of the Vice-President or the Immediate Past President is in office, shall preside; or
 - b. if the President is absent and whichever of the Vice-President or Immediate Past President is in office is also absent, such one of the remaining members of the Council as may be chosen by the members present shall preside.
- 24.7. Questions arising at a meeting of the Council or of any sub-committee appointed by the Council shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 24.8. Each member present at a meeting of the Council or of any sub-committee appointed by the Council (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 24.9. Written notice of each Council meeting shall be served on each member of the Council by delivering it to him or her at a reasonable time before the meeting or by sending it by pre-paid post and addressed to his or her usual or last known address at least two business days before the date of the meeting.
- 24.10. Subject to Rule 24.4, the Council may act notwithstanding any vacancy on the Council.
- 24.11. A Council member not physically present at a Council meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- 24.12. For the purposes of this Part, a Council member participating in a Council meeting as permitted under Rule 24.1 is taken to be present at the meeting and, if the Council member votes at the meeting, is taken to have voted in person.

25. Conflict of Interest on Council.

- 25.1. A Council member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- 25.2. The member-
- a. must not be present while the matter is being considered at the meeting; and
 - b. must not vote on the matter.
- 25.3. This rule does not apply to a material personal interest –



- a. that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
- b. that the member has in common with all, or a substantial proportion of, the members of the Society.

26. Secretary

- 26.1. The Secretary of the Society must perform any duty or function required under the Act to be performed by the secretary of an incorporated association including, but not limited to, lodging documents of the association with the Registrar.
- 26.2. The Secretary must -
 - a. maintain the register of members in accordance with Rule 10; and
 - b. keep minutes of the resolutions and proceedings of each general meeting and each Council meeting in books provided for that purpose together with a record of the names of persons present at Council meetings. Such Minute Books shall be available for inspection by the members upon reasonable notice being given to the Secretary; and
 - c. perform any other function imposed on the Secretary by these Rules
- 26.3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment
- 26.4. The Secretary of the Society may delegate the routine functions of the office of Secretary to such person or persons as the Council deems expedient.

27. The Treasurer

- 27.1. The Treasurer of the Society:-
 - a. shall collect and receive all moneys due to the Society and make all payments authorised by the Society; and
 - b. shall keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
- 27.2. The accounts and books referred to in Rule 27.1 shall be available for inspection by members upon reasonable notice being given.
- 27.3. The Treasurer of the Society may delegate the routine functions of the office of Treasurer to such person or persons as the Council deems expedient.
- 27.4. The funds of the Society may only be invested or held in the form of the authorised trustee investments permitted for trustees under the Trustee Act (Victoria) 1958, as amended.

28. Removal of Members of Council

- 28.1. The Society in general meeting may by resolution remove any member of the Council before the expiration of his or her term of office and appoint another member to hold that office until the expiration of the term of the first-mentioned member.
- 28.2. Where the member to whom a proposed resolution referred to in Rule 28.1 makes representations in writing to the Secretary or President of the Society (not exceeding a reasonable length) and requests that they be notified to the members of the Society, the Secretary or the President may send a copy of the representations to each member of the Society or, if they are not so sent, the member may require that they be read out at the meeting.

29. Cheques

- 29.1. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of Council of whom one shall be a member of the Executive Committee, who shall normally be the Treasurer, and one other of the following: Either the President, the Secretary, the Deputy Treasurer or the Immediate Past Treasurer (whichever is in office), the Vice-President or the Immediate Past President (whichever is in office), or the Council member who is the State Representative of the State wherein the Treasurer resides.

30. Common Seal



- 30.1. The Common Seal of the Society shall be kept in the custody of the Secretary.
- 30.2. The Common Seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the Common Seal shall be attested by the signatures of two members of the Council.

31. Alteration of Rules and Statement of Purposes

- 31.1. These Rules and the Statement of Purposes of the Society shall not be altered except in accordance with the Act.

32. Resignation, Discipline and Expulsion of a Member

- 32.1. A member of the Society who has paid all moneys due and payable by him or her to the Society may resign from the Society by first giving one month's Notice in writing to the Secretary of intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 32.2. Upon the expiration of a notice given upon Rule 32.1, the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given ceased to be a member.
- 32.3. Membership of the Society shall automatically cease upon a member's subscription being unpaid at the 30th day of June in any year.
- 32.4. Disciplinary subcommittee
- a. If the Council is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Council must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- b. The members of the disciplinary subcommittee –
- (i) may be Council members, members of the society or anyone else; but
- (ii) must not be biased against, or in favour of, the member concerned.
- 32.5. Subject to these rules, the disciplinary subcommittee may by resolution:-
- a. expel a member from the Society; or
- b. suspend a member from membership of the Society for a specified period:
- if the disciplinary subcommittee is of the opinion that the member :-
- i. has refused or neglected to comply with these rules; or
- ii. has been guilty of conduct unbecoming a member, or prejudicial to the interest of the Society.
- 32.6. A resolution of the subcommittee under Rule 32.5:-
- a. does not take effect unless and until the Council at its next meeting after service on the member of a notice under Rule 32.7 confirms the resolution in accordance with this clause; and
- b. where the member exercises a right of appeal to the Society under this clause, does not take effect unless and until the Society confirms the resolution in accordance with this clause.
- 32.7. Where the disciplinary subcommittee passes a resolution under Rule 32.5, the Secretary shall cause to be served on the member a notice in writing:-
- a. setting out the resolution of the subcommittee and the grounds on which it is based;
- b. stating that the member may address the subcommittee at its next meeting;
- c. specifying the date, place and time of the meeting at which the subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
- d. informing the member that he or she may do one or more of the following: -
- I. attend that meeting;
- II. give to the subcommittee before the date of that meeting a written statement seeking the revocation of the resolution;
- III. not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Council against the resolution.
- 32.8. At a meeting of the discipline subcommittee held in accordance with Rule 32.6, the subcommittee-
- a. shall give to the member an opportunity to be heard;



- b. shall give due consideration to any written statement submitted by the member; and
 - c. shall by resolution determine whether to confirm or to revoke the resolution.
- 32.9. Where the Secretary receives a notice under Rule 32.7(d)(III), he or she shall notify the subcommittee and place the matter of the appeal against the resolution on the agenda for such next subcommittee meeting.
- 32.10. At such next meeting of the subcommittee:-
- a. the subcommittee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - b. the member shall be given an opportunity to be heard and to call such witnesses as is reasonable; and
 - c. the subcommittee members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 32.11. If at such subcommittee meeting: -
- a. two-thirds of the subcommittee members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - b. in any other case, the resolution is revoked.

33. Appeal Rights

- 33.1. A person whose membership rights have been suspended or who has been expelled from the Association under rule 32 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 33.2. The notice must be in writing and given—
- a. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - b. to the Secretary not later than 48 hours after the vote.
- 33.3. If a person has given notice under Rule 33.2, a disciplinary appeal meeting must be convened by the subcommittee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 33.4. Notice of the disciplinary appeal meeting must be given to each member of the Society who is entitled to vote as soon as practicable and must—
- a. specify the date, time and place of the meeting; and
 - b. state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

34. Conduct of Disciplinary Appeal Meeting

- 34.1. At a disciplinary appeal meeting—
- a. no business other than the question of the appeal may be conducted; and
 - b. the subcommittee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - c. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- 34.2. After complying with Rule 34.1, the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- 34.3. A member may not vote by proxy at the meeting.
- 34.4. The decision is upheld if not less than two thirds of the members voting at the meeting vote in favour of



the decision.

35. Notices

- 35.1. Notwithstanding any other provision in the Rules, any notice by or to the Society (or any officer of the Society) may be delivered, posted, faxed, sent by electronic communication or given in any other manner authorised by law.
- 35.2. A notice includes but is not limited to nomination of a person for membership, a ballot and any communication that is required in writing.
- 28.3 The Electronic Transactions (Victoria) Act 2000 applies to electronic communications.
- 28.4 If a member has more than one address, it will be sufficient if a notice is sent to any of the addresses.

36. Custody of Records

- 36.1. Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or control all books, documents and securities of the Society.
- 36.2. Members may on request inspect free of charge –
- a. The register of members;
 - b. The minutes of general meetings;
 - c. Subject to rule 36.3, the financial records, books, securities and any other relevant document of the Society, including minutes of Council meetings.
- 36.3. The Council may refuse to permit a member to inspect records of the Society that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Society.
- 36.4. The Council must on request make copies of these rules available to members and applicants for membership free of charge.
- 36.5. Subject to Rule 36.3, a member may make a copy of any of the other records of the Society referred to in this rule and the Society may charge a reasonable fee for provision of a copy of such a record.
- 36.6. For the purposes of this rule –
Relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Society and includes the following—
- a. its membership records;
 - b. its financial statements;
 - c. its financial records;
 - d. records and documents relating to transactions, dealings, business or property of the Association.

37. Registered Address

- 37.1. The registered address of the Society is -
- a. The address determined from time to time by the Council; or
 - b. If the Council has not determined an address to be the registered address – the postal address of the Secretary

38. Funds

- 38.1. The funds of the Society shall be derived from membership entrance fees, annual subscriptions, fees payable to register at meetings of the Society, donations and from such other sources as the Council determines.

39. Winding Up or Cancellation

- 39.1. In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Society shall be disposed of as follows:
The Registrar of incorporated Associations shall request the Australian Academy of Science or any



successor body thereto, to appoint Trustees to disburse the assets of the Society as far as possible in keeping with the objects of the Society.

39.2. If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- money received by the organisation because of such gifts and contributions

40. Notice to Change the Constitution

40.1. A resolution to change the constitution will take place at a Special General Meeting of the Society or by postal vote. Members shall receive notification of the resolutions to be passed according to Rule 13.1 of the constitution. For a change to be effected the resolution must be accepted by a majority of not less than three-fourths of those members of the Society voting on the resolution according to Rule 15 of the Society.

41. Branches

41.1. The Council may establish Branches of the Society in such areas or regions of Australia or New Zealand as it determines, provided it is satisfied that membership of each Branch will be sufficient to enable it to carry out its functions, as defined in the constitution and guidelines.

41.2. Each Branch shall elect a Chairman and other such officers as it deems necessary to constitute a Management Committee to conduct its own business.

41.3. Such Management Committees shall include the appropriate Regional Councillor among its members.

41.4. Each Branch may hold such meetings from time to time as it sees fit and may make By-Laws (not inconsistent with this Constitution and any Guidelines, Rules and By-Laws made thereunder) for the conduct of its affairs. Each Branch shall furnish an Annual Report of its activities together with a Statement of its Finances to the Council prior to the Annual General Meeting of the Society.

41.5. Each Branch shall conform to such rules and have such powers, functions and duties as are determined from time to time by the Council.

41.6. Each year the Council shall pay to the branches an amount determined by it on a per capita basis to enable the Branches to meet the expenses of general administration. The Council may also pay to a Branch such amounts as it may determine, to enable that Branch to meet expenses or reimburse it for expenses incurred in connection with it carrying out the objectives of the Society.

42. Sub-Branches

42.1. Council may establish Sub-branches of the Society in regions otherwise covered by a Branch. Sub-branches would operate along the same lines as Branches but would normally be funded by, and report to, Council through the relevant Branch.

42.2. The Regional Councillor will be an ex officio member of the Sub-branch at Council.

43. Special Interest Groups

43.1. The Council may establish Special Interest Groups (SIGs) to provide a focus for members working in particular subject areas.

43.2. Each SIG shall select a Chairman and other such officers as it deems necessary to constitute a Management Committee to conduct its own business.

43.3. Each SIG may hold such meetings from time to time as it sees fit and may make By-Laws (not inconsistent with this Constitution and any Guidelines, Rules and By-Laws made thereunder) for the conduct of its affairs. Each SIG shall furnish an Annual Report of its activities together with a statement of its finances to the Council prior to the Annual General Meeting of the Society.

43.4. Each SIG shall conform to such rules and have such powers, functions and duties as are determined from time to time by the Council.

43.5. Council may, at its discretion, pay to a SIG such amounts as it may determine from time to time to



enable the SIG to meet expenses or reimburse it for expenses incurred in connection with it carrying out its functions.

44. Guidelines for Operation of Branches etc.

- 44.1. These guidelines will be binding on Branches and Sub-branches unless the constitution indicates a rule to the contrary. Council reserves the right to modify these guidelines as it sees fit.
- 44.2. There shall be no more than one Branch in New Zealand or per State or Territory of Australia. The minimum number of members of a Branch willing to support Branch activities and functions shall be ten (10) before it can receive financial support as laid out in these Guidelines.
- 44.3. Upon establishment, the Branch shall elect a chairperson and such other officers as it deems necessary to constitute a Management Committee to conduct its business. The Regional Councillor shall be a member of the Management Committee[^] and shall represent it at Council.
- 44.4. The Branch may hold meetings from time to time as it sees fit and may make by-laws for the conduct of its affairs provided they are not inconsistent with the Constitution of ASI Inc., or these Guidelines. One meeting should be an Annual General Meeting, at which office bearers should be elected. Note that:

Regional Councillors will continue to be elected through ASI Inc., not through the Branches.
- 44.5. Each Branch (or Sub-branch) of ASI Inc. receiving monies from ASI Inc. will identify itself in all correspondence as a Branch (or Sub-branch) of ASI Inc.
- 44.6. Membership of a Branch (or Sub-branch) of ASI Inc. is only by virtue of membership of ASI Inc.
- 44.7. There shall be a distribution of a proportion of the Society's income to Branches, for purposes in keeping with the objectives of the Society, on a per capita rebate to be determined by Council from time to time. The capitation rate shall be applied to the total subscription funds (excluding the costs of ICB and subscriptions from sustaining members) generated within each region, as determined by the address for correspondence of members at the time the rebate is determined. The Council shall also make disbursements to Branches for purposes in keeping with the objectives of the Society.
- 44.8. Funds will normally be distributed to Branches in April, following applications from Branches which close March 31st each year. For estimation of the capitation component, membership on December 31st of the previous year will be used. To be eligible for funds, Branches should include in such applications the names of office bearers and a plan of activities for the following year which includes at least 2 Branch activities other than the Branch Annual General Meeting
- 44.9. Each Branch shall submit quarterly reports and end of financial year reports of its finances to ASI Inc.
- 44.10. Sub-branches
 - a. Council may establish a Sub-branch of an existing Branch of the Society in such areas or regions as it sees fit, providing there are a minimum of ten (10) members in the area or region willing to support Sub-branch activities and functions.
 - b. 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 Regional Councillor shall be an ex officio member of the Sub-branch Management Committee and shall represent it at Council.
 - c. The Sub-branch may hold meetings from time to time as it sees fit and may make by-laws for the conduct of its affairs provided they are not inconsistent with the Constitution of ASI Inc., or these Guidelines. One meeting should be an Annual General Meeting, at which office bearers should be elected.
 - d. The parent Branch shall promote combined activities whenever suitable and provide equitable financial support to the Sub-branch.
 - e. The Sub-branch may apply directly to Council for consideration of national services to members such as visiting speakers or workshops.
 - f. The Sub-branch shall submit an Annual Report and audited Statement of Finances to the Branch no later than two months prior to the Annual General Meeting of ASI Inc. This report is to be included in the Branch Annual Report to Council.
 - g. Any disputes between Branches and Sub-branches will be resolved by Council Executive in the



first instance but may be referred to full Council if requested by either party.

44.11. Regional Branches or Sub-branches of ASI Inc. shall maintain a bank account or similar at an approved financial institution, members of the Branch or Sub-branch Management Committee shall be elected signatories to such account(s) with a minimum of two signatures being required for transactions.

44.12. Branches shall inform the ASI Inc. Secretary of any changes in Committee membership or financial arrangements within 1 month of such changes occurring. Sub-branches should inform their parent Branch of such changes, within 1 month of their occurrence.

44.13. Branches or Sub-branches may derive additional funds for their activities from sources other than ASI Inc. and shall be free to determine the use of such funds provided that this is consistent with the objectives of the Society. In raising such funds it must be made clear that funds are for Branch or Sub-branch activities and not for ASI Inc.

Branches or Sub-branches, in seeking support, may not commit the Society as a whole to actions or costs or the dissemination of confidential information without prior approval of the Executive of ASI Inc.

Any member of ASI Inc. shall be considered a full member of any Branch or Sub-branch when visiting.

45. Disputes and mediation

45.1. The grievance procedure set out in this rule applies to disputes under these Rules between—

- a. a member and another member; or
- b. a member and the Society.

45.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

45.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

45.4. The mediator must be—

- a. a person chosen by agreement between the parties; or
- b. in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the Council of the Society; or
 - (ii) in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

45.5. A member of the Society can be a mediator.

45.6. The mediator cannot be a member who is a party to the dispute.

45.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

45.8. The mediator, in conducting the mediation, must—

- a. give the parties to the mediation process every opportunity to be heard; and
- b. allow due consideration by all parties of any written statement submitted by any party; and
- c. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

45.9. The mediator must not determine the dispute.

45.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.



**APPLICATION FOR MEMBERSHIP OF THE
AUSTRALIAN AND NEW ZEALAND SOCIETY OF IMMUNOLOGY (ASI) INCORPORATED**
ABN 76 330 189 856

Please print out this form, fill it in and fax or mail to the details found on
<https://www.immunology.org.au/contact-us/>.

DETAILS OF APPLICANT

I, Prof/Dr/Mr/Mrs/Miss/Ms Sex: M/F
(Surname, BLOCK LETTERS) (First name)

of
(Place of Business)

wish to become an Ordinary/Student/Overseas/Retired/Sustaining member of the Australian and New Zealand Society for Immunology Inc.

Qualification(s):

Membership of Other Societies:.....

Field(s) of interest:

Address for Correspondence:

.....

Business Ph: (....) Fax No: (....)

E-mail Address:

In the event of my admission as a member, I agree to be bound by the rules of ASI Inc.

Signature of Applicant: Date:

STUDENT MEMBERSHIP (SUPERVISOR TO COMPLETE)

I,, the supervisor of the above applicant, certify that he/she
is an enrolled full-time student not in receipt of a salary.

Signature of Supervisor: Date:



NOMINATION (FOR NEW APPLICATIONS ONLY)

If it is impossible to get 2 members of ASI to complete this section, e.g. for people applying from overseas, please forward the application to the Honorary Secretary, rather than to the Secretariat.

I,, a member of the Australian and New Zealand Society for Immunology Inc. propose the nomination of the applicant, who is personally known to me, for membership of the Society.

Signature of Proposor: Date:

I,, a member of the Australian and New Zealand Society for Immunology Inc. propose the nomination of the applicant, who is personally known to me, for membership of the Society.

Signature of Proposor: Date:

PAYMENT DETAILS

Please find enclosed a cheque/money order (payable to ASI Inc.) for \$; or

I wish to pay using the internet-based facility provided for on the Society's web site ; or

I wish to pay by credit card*: Mastercard/Bankcard/Visa/American Express (cross out those not applicable and fill in the details below). American Express card users please also provide 4 digit security code from front of your card, above card number.

Name on card: Expiry Date:

Card Number: Amount to be debited: \$.....

Amex Security Code:

For full-paying members only (not students):

I authorise my future membership fees to be automatically deducted from above credit card account at the beginning of each calendar year. I accept my responsibility to inform ASI about any changes to my credit card details*.

Yes

No

Please tick appropriate box

If I wish to resign/not renew my membership at any time in the future, I undertake to give my cancellation in writing before October 31 in the year of current membership.

* Please note that ASI takes no responsibility for rejected credit card payments (e.g. due to expiry, wrong or illegible details or insufficient funds); any costs arising due to rejected credit card payments shall be payable by the credit card holder.

MEMBERSHIP DIRECTORY

Do you wish to have your contact details printed in the ASI Membership Directory?

Yes

No

Please tick appropriate box.



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