

RULES OF THE SOCIETY OF AUSTRALASIAN SOCIAL PSYCHOLOGISTS.

(Registration No. A0031737G - Certificate of Incorporation under the
Associations Incorporation Act (Vic) 1981).

Name

1. The name of the incorporated Association is the Society of Australasian Social Psychologists (in these Rules called the "Society"). The name may be changed if a motion is presented, for consideration at the AGM, 30 days prior to the annual general meeting of the Association.

Statement of purposes

- 1.1 To promote the development of research in social psychology in Australia and new Zealand.
- 1.2 To provide opportunities for students to pursue education and careers in social psychology at both the post-graduate and undergraduate levels
- 1.3. To liaise with social psychologists in other countries, in order to promote research and education in social psychology
- 1.4. To provide information to the general public about social psychological research and training

Interpretation

- 2.(1) In these Rules, unless the contrary intention appears-
Committee means the Committee of Management of the Association.
Financial Year means the year ending on 30 June.
General Meeting means a general meeting of members convened in accordance with Rule 11.
Member means a member of the Association.
Ordinary Member of the Committee means a member of the Committee who is not an officer of the Association under Rule 21.
The Act means the *Associations Incorporation Act* 1981.
The Regulations mean Regulations under the Act.
- 2.(2) In these Rules, a reference to the Secretary of an Association is a reference-
(a) where a person holds office under these Rules as Secretary of the Association- to that person
- 2.(3) Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act* 1984 and the Act in force from time to time.

Application for membership

Note: For all sections of Rule 3, the term committee refers to the Membership Committee.

- 3.(1) Any person whose name appeared in the 1994 Directory of Australian Social Psychologists, or who submitted an application to be included in the Directory at the time of the Annual Meeting of Australian Social Psychologists in 1994, is eligible to apply for membership in the Society. These persons may become members of the Society by paying the annual dues to the Treasurer.
- 3.(2) Persons who did not meet the above requirements are eligible for membership:
 - (a) any person with postgraduate qualifications in social psychology or related discipline, or who teaches social psychology in a post-secondary institution.
 - (b) students who are candidates for a higher degree, with a research project in social psychology
 - (c) any others with equivalent qualifications, to be determined by the membership committee.
- 3.(3) A nomination of a person for membership of the Association-
 - (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the Secretary of the Association.

- 3.(4) Upon receipt of an application for membership and inclusion in the Directory, the Secretary shall refer all cases not meeting 3.(1) or 3.(2) above, to the membership committee for decision. A majority of committee members shall determine the outcome.
- 3.(5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 3.(6) Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing of the approval for membership of the Association and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 3.(7) The Secretary shall, upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.
- 3.(8) A right, privilege, or obligation of a person by reason of membership of the Association- (a) is not capable of being transferred or transmitted to another person; and (b) terminates upon cessation of membership whether by death or registration or otherwise.

Entrance fee and annual subscription

- 4.(1) There is no entrance fee.
- 4.(2) The annual subscription is \$15 and is payable in advance on or before July 1 each year. Payment for part-year subscription is the same as for the full year.

Register of members

5. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection and copying by members upon request.

Registration and expulsion of member

- 6.(1) A member of the Association who has paid all moneys due and payable by the member to the Association may resign from the Association by first giving one months notice in writing to the Secretary of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.
- 6.(2) Upon the expiration of a notice given under sub-clause (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.
- 7.(1) Subject to these Rules, the Committee may by resolution-
 - (a) expel a member from the Association;
 - (b) suspend a member from membership of the Association for a specified period; or
 - (c) fine a member an amount not exceeding \$20-
 if the Committee is of the opinion that the member-
 - (d) has refused or neglected to comply with these Rules; or
 - (e) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 7.(2) A resolution of the Committee under sub-clause (1)-
 - (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) where the member exercises a right of appeal to the Association under this clause, does not take effect unless the Association confirms the resolution in accordance with this clause.

- 7.(3) If the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing-
- (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not less than 28 days after the service of notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he or she may do one or more of the following:
 - (i) Attend the meeting;
 - (ii) Give the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (iii) Not later than 24 hours before the date of that meeting lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 7.(4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee-
- (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.
- 7.(5) If the Secretary receives a notice under sub-clause (3), he or she shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within twenty-one days after the date on which the Secretary received the notice.
- 7.(6) At a general meeting of the Association convened under sub-clause (5)-
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 7.(7) If at the general meeting-
- (a) two-thirds of the 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.

Annual general meeting

- 8.(1) The Society shall in each calendar year convene an annual general meeting of its members to take place during the annual conference held by the Society.
- 8.(3)^[sic] The annual general meeting shall be specified as such in the notice convening it.
- 8.(4) The ordinary business of the annual general meeting shall be-
- (a) to confirm election of office bearers
 - (b) to select membership of sub-committees as required
 - (c) to confirm new members of the Society. Confirmation of new members will be done by accepting the annual Directory of SASP, which will be distributed to members two months prior to the annual general meeting.
 - (d) to receive from the Finance committee reports upon the transactions of the Society during the last preceding financial year.
 - (e) to approve the financial statement
 - (f) to receive and approve the minutes of the previous AGM
 - (g) to receive reports of sub-committees and special purpose committees
 - (h) to selecting the venue for the conference of the Society for the subsequent year, and the meeting coordinator
 - (i) to approve changes in the constitution, and membership Rules
 - (j) to receive any other business items which have been notified by the membership at large (1 month prior to the AGM, to the Secretary).
- 8.(5) The annual general meeting may transact special business items of which notice is given in accordance with these Rules.

- 8.(6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

Special general meeting

9. All general meetings other than the annual general meeting shall be called special general meetings.
- 10.(1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for the sub-clause, more than fifteen months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 10.(2) The Committee shall, on the requisition in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- 10.(3) The requisition for a special general meeting shall state the objects of the meeting 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.
- 10.(4) If the Committee does not cause a special general meeting to be held with the 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 three months after that date.
- 10.(5) A special general meeting convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and, all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

Notice of meeting

- 11.(1) The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at the address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 11.(2) At the beginning of the general meeting of the Society, a member may add a matter of business to the agenda, for consideration by members present. Items added under Rule 11.(2) may not concern changes to the Rules of the Society.
- 11.(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.

Proceedings at meetings

- 12.(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.
- 12.(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.
- 12.(3) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 12.(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 same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for commencement of the meeting, the members present (being not less than 3) shall be a quorum.

- 13.(1) The President, or in the President's absence, the Vice-president, shall preside as Chairperson at each general meeting of the Society.
- 13.(2) If the President and the Vice-president are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 14.(1) 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 the adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 14.(2) Where a meeting is adjourned for fourteen days or more, a like notice of an adjournment meeting shall be given as in the case of the general meeting.
- 14.(3) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
15. A question arising at a general meeting of the Association shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to the effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 16.(1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- 16.(2) Votes must be given personally. There is no proxy vote.
- 16.(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 17.(1) 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 a 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.
- 17.(2) 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 question shall be taken at such time before the close of the meeting as the Chairperson may direct.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

Committee of management

- 20.(1) The affairs of the Association shall be managed by the Committee of Management constituted as provided in Rule 22.
- 20.(2) The Committee-
- (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
 - (c) subject to these Rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- 21.(1) The officers of the Society shall be-
- (a) a President
 - (b) a Treasurer
 - (c) a Secretary/Membership Secretary
 - (d) a Post-graduate representative

- (e) a Vice-president who shall be the President-elect or the Past-president
- 21.(2) The provisions of Rule 23 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 sub-clause (1).
- 21.(3) The terms of office of the officers are-
- (a) President-2 years
 - (b) Treasurer-3 years
 - (c) Secretary/Membership Secretary-3 years
 - (d) Post-graduate representative-2 years
 - (e) a Vice-president. The President-elect shall be elected one year before taking office as President. The President will become the Past-president for one year after completing a term as President. In any given year, either the President-elect or the Past-president will serve as Vice-president. Terms of office begin at the time of the confirmation of the election of the officer at the annual general meeting.
- 21.(4) In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- 22.(1) The Committee shall consist of the officers of the Association.

Election of officers and vacancy

- 23.(1) Nominations of candidates for election as officers of the Association Committee-
- (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Nominations of candidates for election as officers of the Society shall be delivered to the Secretary of the Society by the closing date for nominations which must be advised to members at least one month before the election is held.
- 23.(2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 23.(3) 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.
- 23.(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 23.(5) The ballot for the election of officers of the Committee shall be conducted at least one month prior to the annual general meeting, in such usual and proper manner as the Committee may direct.
- 23.(6) 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.
24. For the purposes of these Rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member-
- (a) ceases to be a member of the Association;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
or
 - (c) resigns from office by notice in writing given to the Secretary.

Proceedings of committee

- 25.(1) The Committee shall meet at least once a year at such place and times as the Committee may determine.
- 25.(2) Special meetings of the Committee may be convened by any member of the Executive Committee.
- 25.(3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

- 25.(4) Any two members of the Committee constitute a quorum for the transaction of the business of meeting of the Committee.
- 25.(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 same day in the following week unless the meeting was a special meeting in which case it lapses.
- 25.(6) At meetings of the Committee-
- (a) The President or in the President's absence the Vice-president shall preside; or
 - (b) If the President and the Vice-president are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 25.(7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands, or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- 25.(8) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (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.
- 25.(9) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to the member at a reasonable time before the meeting or by sending it by pre-paid post addressed to him or her at his or her usual or last known place or abode at least two business days before the date of the meeting.
- 25.(10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

Secretary

26. The Secretary will be called the Secretary/Membership Secretary. The Secretary of the Association shall keep minutes of the resolutions and proceeding of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names and persons at Committee meetings.

Treasurer

- 27.(1) The Treasurer of the Association-
- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association.
 - (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

Post-graduate representative

- 27.(2) The Post-graduate representative shall-
- (a) represent the views and interests of post-graduate students with respect to the aims and functions of the Association.

Removal of member of committee

- 28.(1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her stead to hold 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 sub-clause (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not sent, the member may require that they be read out at the meeting.

Cheques

29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

Seal

- 30.(1) The Common Seal of the Association 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 Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

Alteration of rules and statement of purposes

31. These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

Notices

- 32.(1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the address shown in the register of members.
- 32.(2) Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

Winding up or cancellation

33. In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

Custody of records

- 34.(1) Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 34.(2) All accounts, books, documents and securities of the Association shall be available for inspection and copying by any member of the Association upon request.

Funds

35. The funds of the Association shall be derived from annual subscriptions, donations, and such other sources as the Committee decides.

Appendix 1

SASP 1995 Dues/Directory Form (new members)

Please fill in this form as you would like your entry to appear in the 1996 Directory of Australasian Social Psychologists. If you enter your e-mail address, we will automatically include you in the list to receive socpsybull UNLESS you indicate that you do NOT wish to be included in that directory.

Name and degrees: _____

POSITION: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

INTERESTS: _____

KEY WORDS: _____

PUBLICATION: _____

\$15 Dues are owed for 1995. if you have already paid them, please tick here. _____. Post this form back to:
 Ruth Scott
 SASP, Secretary
 Division of Psychology
 Australian National University
 Canberra, A.C.T. 0200

If you have not already paid your 1995 dues, post this form along with a cheque for \$15, made out to SASP, to:
 Dr. Julie Duck
 Psychology Department
 University of Queensland
 St. Lucia, QLD. 4072

Appendix 2

Sub-committees of the Society

Sub-committees will be established to carry out the functions outlined above. The proposed committees are:

- (a) Executive Committee: President, Secretary, Treasurer, post-graduate representative, the Vice-president (President-elect or Past-president). In the event of a tie, the President casts the deciding vote. A quorum of the Executive Committee is three members.
- (b) Finance Committee: President, Treasurer, Secretary; job is to conduct the business end of the Association; power to commit funds.
- (c) Membership Committee: Secretary (chair), plus 2 other ordinary members elected for two years (renewable for one term).
- (d) Conference Committee: Secretary, President, *Post-graduate representative, current conference coordinator (always selected at AGM via consensus, vote, or volunteer). Power to coopt as needed.

Duties and accountability of office bearers: SASP

The President

1. Position in context
The broad objectives to be met by the President are : to improve the status and recognition of social psychology and social psychologists
2. Major responsibilities
Primary office-bearer and Chair of the Executive Committee
3. Accountability
To the members of the Association at the AGM
4. Duties
 - (a) Chair meetings of the Executive Committee
 - (b) Chair the AGM
 - (c) Chair the Finance Committee
 - (d) Be the primary spokesperson for the Association
 - (e) Liaise with Presidents/Heads of relevant national and international organisations

The Secretary/Membership Secretary

1. Position in context
to provide an ongoing record of the activities of the Association, and its membership
2. Major Responsibilities
Record keeper of the Association
Maintenance of the membership register
Conduct of elections of officers of the Association
Conduct of votes on motions raised by members
Maintenance of the archives of the Association
3. Accountability
To the members of the Association at the AGM
4. Duties
 - (a) Prepare and disseminate to members the minutes of resolutions and proceedings of the AGM.
 - (b) Keep minutes of the Executive Committee and Finance Committee, with a record of the persons present at these meetings
 - (c) Chair the Membership Committee, and keep an accurate register of members of the Association
 - (d) Publish the Directory of Australasian Social Psychologists
 - (e) Conduct elections for officers of the Association

The Treasurer

1. Position in Context
To be responsible for the financial activities of the Association, and to account to relevant government bodies as required
2. Major responsibilities

Leadership in the areas of financial planning, management and planning to meet the needs of the Association, and to ensure the implementation of financial policy and viability

3. Accountability
 - To the members of the Association at the AGM
4. Duties
 - (a) Prepare an annual business plan for the Association
 - (b) Collect and receive all moneys due to the Association and make all payments authorised by the Association
 - (c) Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association
 - (e) [sic] Prepare and submit a report of the annual general meeting to the Registrar according to the requirements of the Act
 - (f) Provide relevant and clear financial reports to the Executive Committee and to the AGM
 - (g) Provide financial advice and assistance to the convenor of the Annual Meeting of Social Psychologists
 - (g) [sic] Assist the Secretary in the conduct of elections of officers and votes by members of the Association

The Post-graduate representative

1. Position in context
 - To represent the views and interests of post-graduate students with respect to the aims and functions of the Association
2. Major responsibilities
 - Ensure that the views of post-graduate students concerning educational initiatives of the Association are represented
3. Accountability
 - To the members of the Association at the AGM
4. Duties
 - (a) Canvas the views of post-graduate students in Australia and New Zealand, and report these accurately to the Executive Committee, and to the AGM
 - (b) Assist in the organisation of the Annual Meeting of SASP, with particular reference to the participation of post-graduate students

President-elect/Past-president

To assist in the planning and organisation of the annual meeting of SASP

To assist the President in conducting his/her duties

To assist the President in liaison with national and international bodies

To assist the Treasurer in the conduct of election of officers

Public officer of the Association

Act according to the requirements of the Associations Incorporation Act of Victoria 1981. must be registered as such and be a resident of Victoria. If no SASP officer is a Victorian resident, an accountant may act on SASP's behalf.