

ANZSNM LTD

Document Number:

Custodian: Physics SIG
Authorisation: Federal Counsel
Current Version Issue: Aug 2008
Next Review Date: Aug 2010
Scope: Physics SIG
Document Name: Physics SIG Regulations

Revisions:

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References: ANZSNM Constitution 2008

Physics Special Interest Group Regulations
Of the
Australian and New Zealand Society of Nuclear Medicine

Name

The name of the SIG shall be “Physics Special Interest Group” as approved by the Council to represent the Physicist members of the Australian and New Zealand Society of Nuclear Medicine Incorporated

Definitions

1. In these Rules:

“Special Interest Groups” (or “SIG”s) means a group of members having a common interest in a sub-speciality of nuclear medicine which the Council recognizes and/or forms to further and assist in the objects of the Society.

“Regulations” means the rules that govern the operation of any Special Interest Group of the Australian and New Zealand Society of Nuclear Medicine Incorporated as approved by the Council from time to time”

“Professional Groups” means those people working in each of the professions of Physicians, Medical Radiation Scientists/Nuclear Medicine Technologists (MRS/NMT), Chemists, Physicists and Nurses and such other professions allied to Nuclear Medicine which the Council may recognize from time to time.

“Council” means the Board of Directors of the Society.

“Constitution” means the Constitution of the Society.

“Society” means the Australian and New Zealand Society of Nuclear Medicine Limited”

“SIG Committee” means the representative’s chosen in accordance with these regulations to manage the day to day function of the SIG. This committee operates within the functions, powers and privileges conferred by these regulations and the ANZNSM constitution.

“SIG Branch” means a body of SIG members formed with approval of the Board within a region or territory that is bound by these SIG Regulations and the Constitution.

“Member” means a person admitted to membership of the SIG in accordance with the membership requirements of the Society Constitution;

Attachment A forms part of these regulations.

Objectives

2. The objectives of the SIG will be the promotion of the objectives of the Society throughout Australia and New Zealand.

Membership

3. Membership to the SIG will be determined by the Council in accordance with the Constitution.

SIG Branches

4. The SIG may form "SIG Branches" within a region or territory with approval of the Council and establish a committee to conduct the day to day activities of the Branch. Any such committee operates within the functions, powers and privileges conferred by these regulations and the ANZNSM constitution.
5. Unless otherwise specified in these Regulations, the conduct of and notices required for SIG Branch meeting procedures will be in accordance with the Society Constitution.
6. The SIG may, with the approval of the Council, make regulations not inconsistent with these Regulations as to the establishment functions powers and privileges regulation administration and dissolution of Branches and the appointment removal qualification disqualification duties functions powers and privileges of the committees and members of such groups.
7. The SIG may, with the approval of the Council, fund society related activities for SIG Branches from time to time and the SIG is responsible for the budget for such activities.
8. Each SIG Branch will elect a representative to the SIG Committee for a minimum 2 year period or some other period if specified in these regulations.

Meetings

9. The SIG will endeavour to hold a minimum of one (1) Meeting during each year.
10. Unless otherwise specified in these Regulations, the conduct of and notices required for the meeting procedures will be in accordance with the Society Constitution.

11. A quorum for General Meetings of the SIG will be ten (10) percent of the SIG members or two people minimum, present in person, whichever is greater unless otherwise specified in these regulations.
12. Only Honorary Life members and Ordinary members are entitled to vote at any general meeting of the SIG or one of its Branches.
13. A simple majority of those present at any meeting or voting by proxy will be sufficient for the passing of a resolution submitted to a Meeting.
14. The Chairperson or in their absence the Secretary or in the absence of them both some person elected by the meeting will act as chairman of the meeting.
15. The chairman of the meeting will have a second or casting vote in the event of a tied vote.
16. Any individual ordinary member may vote by proxy appointed in writing. (For details see clauses 31 – 36 of the Constitution)

Annual General Meeting

17. Each SIG will hold an Annual General Meeting prior to the Annual General Meeting of the Society. Each SIG Branch will hold an Annual General Meeting no later than thirty (30) days prior to the SIG Annual General Meeting
18. The business of the SIG Annual General Meeting will include:
 - a. Confirmation of the minutes of the previous Annual General Meeting or Extraordinary General Meeting
 - b. Reception, approval and adoption of the Annual Reports given by the President, and other reports commissioned by the SIG as appropriate.
 - c. Reception, approval and adoption of the Financial Statement given by the Treasurer for the past financial year
 - d. A budget estimate for the ensuing year and
 - e. Notification of the members of the elected Committee in election years, and of the officers elected by the committee.
19. Not less than fourteen days written notice of business of any Annual General Meeting shall be forwarded to all members. Such notice shall contain a short summary of the business proposed to be transacted at such meeting and in the event of such business including alterations to the Regulations or dissolution of the SIG the text of the proposed resolutions shall be set out in full on the said notice. The notice may be in the form of a notice published in the Journal of the Limited Society or in a newsletter of the SIG.

20. The accidental failure to send a notice to any member shall not invalidate a Meeting
21. Where a notice is sent by post, service of the note will be deemed to be effected in the case of a notice of meeting on the day after the date of its posting and in any other case at the time at which the letter would be delivered in the ordinary course of post.
22. The SIG may transact other business at its Annual General Meeting without prior notice.

Extraordinary General Meetings

23. An Extraordinary General Meeting may be called only:
 - a) on the decision of the SIG Committee, or
 - b) on receipt of a written request from not less than five (5) percent of financial members of the SIG or five (5) financial members (whichever is greater) delivered to the Secretary clearly stating the subject or subjects to be discussed and signed by the members making it, and
 - c) Prior to calling an Extraordinary General Meeting, the Secretary will notify the SIG Committee and the Council of the requisition and the SIG Committee will invite submissions from and liaise with the nominated representative of those requisitioning the meeting to endeavour to resolve the issues giving rise to the requisition. Should the parties be unable to resolve the issues within 28 days of the Secretary first receiving the requisition then the SIG Committee will direct the Secretary to convene an Extraordinary General Meeting to be held not less than 90 days after the date of the requisition at such time and place as the SIG Committee may determine.

No other subject may be discussed at such meeting.

24. The chairman of the meeting will have a second or casting vote in the event of a tied vote.

SIG Committee

25. The SIG Committee will consist of a minimum of two (2) and a maximum of ten (10) elected members, consistent with the definition of a member as defined in the constitution. All elected members of the SIG Committee:
 - a) will be appointed for a term of two (2) years and
 - b) must be entitled to vote in proceedings of the Society.

26. The SIG Committee will consist of:
 - a) the Chairperson
 - b) the Secretary
 - c) the Treasurer
 - d) A representative from each SIG Branch where these exist
27. Those elected to or holding positions on the SIG Committee will determine the positions of Chairperson, Secretary and Treasurer and may determine that the positions of Secretary and Treasurer be a combined single position held by one person.
28. All SIG Committee Members are eligible for immediate re-election provided that they may not serve more than three consecutive two-year terms.
29. Any SIG Branch without committee representation will at least twenty-eight (28) days prior to the holding of the SIG Annual General Meeting call for nominations for the available position on the SIG Committee
30. Any two (2) members of the SIG will be at liberty to nominate any other member to serve on the SIG Committee. The SIG Committee should endeavour to have representation from the various States, Territories and New Zealand.
31. The nomination will be in writing and signed by the nominee and his proposer and seconder and will contain not less than the following particulars:-
 - a) the name of the nominee, and
 - b) a brief biography of the nominee including such personal and business details as the nominee deems appropriate.
32. Nominations for the SIG Branch representatives will be selected by each of the SIG Branches
33. Nominations may be proposed by the existing SIG Committee and/or called from the floor at an AGM where insufficient nominations have been received prior to the meeting
34. A quorum of the Committee shall be at least two (2) members except where the SIG has SIG branches in which case the minimum shall be four (4) one of whom must be either the Chairperson, Secretary or Treasurer.
35. The SIG committee shall appoint an Executive who will be responsible for the day-to-day running of the affairs of the SIG. The Executive shall consist of a minimum of two (2) members of the Committee appointed by the Committee, one of whom shall be the Chairperson.
36. The position of any member of the Committee will automatically become vacant if such member:
 - a) ceases to be a financial member of the Society, or

- b) is absent without leave from two (2) consecutive meetings of the Committee.
37. If for any reason a casual vacancy occurs on the SIG Committee or the SIG Branch committee, the respective committee will elect a member to fill the position until the next Annual General Meeting and any person so appointed will hold such position for the remainder of the term of the person whose position is being filled.

Powers

38. The SIG shall have the power to conduct SIG business desirable to obtain its objectives within the constraints of the ANZSNM Constitution and the Federal Council's governance
39. Between Annual General Meetings, the Committee is empowered (inter alia) to:
- (a) govern and control the business of the SIG
 - (b) create, appoint, direct and dissolve sub-committees
 - (c) carry into effect the directions from Annual General Meeting

Finance

40. The Treasurer will be responsible to the SIG Committee for the financial affairs of the SIG, including full details of all receipts and expenditure connected with the activities of the Society.
41. The SIG Committee will:-
- a) ensure that all SIG and SIG Branch expenditure is related to pursuit of the objectives of the Society within its region, and
 - b) cause the financial affairs to be managed in a manner consistent with the financial requirements as determined by the Council from time to time.
42. Society funds may only be held in financial institution accounts opened in the name of the Society, utilising the Society ABN number. The governance of all bank accounts remains the responsibility of the Council and prior approval must be sought from the Council for all banking activities.

The financial year

43. The financial year of the SIG will be consistent with that determined by the Council.

Procedures

44. The SIG committee will develop and periodically review (not less than every five years) a document outlining the procedures and functions of the SIG in accordance with these regulations
45. Alterations to this document may be affected by the SIG committee in a manner consistent with the objectives of the SIG as determined by the Council.
 - (a) Day to day procedural changes do not require Council Approval
 - (b) Alteration to procedures that may directly impact on members of the Society shall be put forward to the Council for consideration and approval

Alterations to these Regulations

46. Regulations may be reviewed and altered by the Council from time to time to reflect Constitutional requirements and facilitate the day to day operation of the Society
47. Other requests for alteration to these Regulations to be considered by the Council must be in writing and received by the Society Secretary at least one hundred and twenty (120) days before the Society Annual General meeting. Such requests must be proposed by
 - a. The SIG committee, or
 - b. a financial member of the Society with written support from five (5) % of the financial members of the SIG.

SCHEDULE A

This document outlines the procedures and functions of the ANZSNM SIG committee, known as the Physics Special Interest Group which operates in accordance with regulations as determined by the Council of the ANZSNM.

Definitions