

# AUSTRALASIAN COLLEGE OF ROAD SAFETY



## CONSTITUTION

Amended 20 May 2010

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# **CONSTITUTION**

## **of the**

# **AUSTRALASIAN COLLEGE OF ROAD SAFETY Inc.**

### **1. NAME**

The name of the organisation is the Australasian College of Road Safety Inc. (A.C.R.S.)

### **2. PURPOSE**

The objectives of the organisation are:-

- 2.1 To foster closer communication, co-operation and support among all groups and individuals working at all levels in road safety and traffic education programs.
- 2.2 To provide a focus for dissemination of information on road safety and traffic education available in Australia and from overseas.
- 2.3 To encourage community groups to work for the reduction of the road toll.
- 2.4 To encourage the professional assessment, evaluation and monitoring of road safety programs, and to promote those that are most effective in reducing road trauma.
- 2.5 To provide a forum for promotion of workable road safety initiatives through appropriate government and private bodies.
- 2.6 To encourage the provision of an environment of care and support for victims of road trauma.
- 2.7 To promote best practice road safety to all levels of Government

### **3. MEMBERSHIP**

#### **3.1 Membership**

There shall be five classes of members of the College:-

- (a) Individual members (Fellows, Associate Fellows and Members)
- (b) Corporate members
- (c) Honorary members (Fellows, Associate Fellows and Members).
- (d) Full-time Student members
- (e) Retired members

### 3.2 Membership Qualifications

- (a) A person is qualified to be a Fellow if the person:-
  - (i) has been approved for Fellowship of the College by the Executive Committee of the College.
- (b) A person is qualified to be an Associate Fellow if the person:-
  - (i) is involved or has been involved in professional or extensive volunteer work in the field of road safety; and
  - (ii) is making or has made identified and significant contributions to road safety; or
  - (iii) is making or has made identified and significant contributions to the Australasian College of Road Safety.
- (c) A person is qualified to be a Member if the person:-
  - (i) is interested in advancing the objectives of the College.
- (d) Corporate membership can be government, business, education, industry or community organisations
  - (i) at the discretion of the Executive Committee, a community organisation can be considered for membership as a Voluntary Community Road Safety Group if:
    - a. the Group represents a local community within an identified local geographical area
    - b. the Group operates principally on a volunteer basis; and
    - c. the Group has developed a strategy for addressing road safety issues in their area.
  - (ii) Voluntary Community Road Safety Groups shall have the same membership rights as other Corporate Members.
- (e) (i) A person is qualified to be an Honorary Member if the person has been approved as an Honorary Member of the College by the Executive Committee of the College.
  - (ii) Honorary Membership status is retained by the member at the discretion of the Executive Committee.
- (f) A person is qualified to be a Student Member if the person is undertaking a full-time course of education.
- (g) A person is qualified to be a Retired Member if the person is retired from the workforce or is working ten hours or less per week.

### 3.3 Members' Liabilities

The liability of a member to contribute toward the payment of the debts and liabilities of the College or the costs, charges and expenses of the winding up of the College is limited to the amount, if any, unpaid by the member in respect of membership of the College as required by Clause 5.

## 4. **ORGANISATION**

### 4.1 General Meetings

- (a) The General Meeting shall consist of the members in attendance at the Annual or Special General Meetings. The General Meeting shall be the policy making body for the organisation.
- (b) The General Meeting has the power to do anything that will help achieve the objectives in Clause 2, as well as all incidental powers including:-
  - (i) make and amend by-laws;
  - (ii) elect the Executive Committee or any other committee deemed necessary;
  - (iii) approve a budget including membership fees;
  - (iv) direct and review the affairs of the organisation;
  - (v) endorse actions taken by the Executive Committee between meetings.
- (c) Twenty five (25) members shall constitute a quorum for a General Meeting.
- (d) Decisions of a General Meeting shall, where necessary, be by a majority of those present and voting or by a majority of those who vote by mail.
- (e) Special General Meetings shall be called by the President on receipt of a petition signed by twenty five (25) members.
- (f) Corporate members are entitled to nominate to the Secretary one (1) delegate prior to General Meetings.
- (g) Fellows, Associate Fellows, Members, Corporate Members, Student Members and Retired Members are each entitled to one vote at General Meetings.
- (h) Honorary Members do not have voting rights.

#### 4.2 Officers

- (a) The officers of the organisation shall be a President, Vice-Presidents (2), Honorary Secretary and Honorary Treasurer
- (b) Members of the Executive Committee shall elect the officers of the organisation immediately after, or within two (2) weeks of the Annual General Meeting.
- (c) The maximum period of office of the President in any one term will be three (3) years.
- (d) The previous incumbent of the office of President shall be recognized as the Immediate Past President and shall hold office until the current President is replaced. The role of the Immediate Past President is to respond to requests for advice or assistance from the President.

#### 4.3 Executive Committee

- (a) The Executive Committee shall consist of up to six (6) elected members and one (1) representative of each State and Regional Chapter. Office Bearers of the Executive shall consist of a President, two (2) Vice-Presidents, an Honorary Secretary and an Honorary Treasurer.
- (b) Six (6) members of the Executive Committee shall constitute a quorum and, unless otherwise specified in the by-laws, decisions shall be by majority of those present and voting.
- (c) The Executive Committee shall ensure that the policies and decisions of the organisation are put into effect, and shall carry out the affairs of the organisation between General Meetings. The Executive Committee may at any time conduct a mail vote regarding any matter.
- (d) The Executive Committee may have powers to co-opt or to appoint sub-committees as it deems necessary.
- (e) Each State and Regional Chapter shall appoint one representative to be a member of the Executive Committee for a maximum term of two years. Appointed Chapter representatives automatically have a position on the Executive Committee and are not subject to the National election process.
- (f) Elections to membership of the Executive Committee shall take place at the Annual General Meeting. The term of office of the elected members of the Executive Committee shall be two years. Retiring members of the Executive Committee may stand for re-election.
- (g) The Executive Committee shall prepare an annual report for the Annual General Meeting. Such report shall be distributed to all members at the meeting.

#### 4.4 No Payments to Officers

No officer of the organisation shall be paid anything by the organisation except in accordance with a decision by the General Meeting.

## **5. FINANCES**

### **5.1 Subscriptions**

- (a) The annual membership fees of the College shall be determined by resolution of the members at the Annual General Meeting.
- (b) The annual membership fee is payable –
  - (i) before 15 February in each calendar year.
- (c) Where an individual or corporation becomes a member for the first time after 15 February the fee charged shall be a pro rata of the relevant annual fee.

### **5.2 Budget**

The Executive Committee shall recommend to the Annual General Meeting, a budget for the following year.

### **5.3 Assets and Income**

The assets and income of the College shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the College except as bona fide compensation for services rendered or expenses incurred on behalf of the College.

## **6. AMENDMENTS TO THE CONSTITUTION**

Proposals for any amendments to the Constitution must be received by the Executive Committee two (2) months prior to a General Meeting. The proposals will be circulated with notices of the General Meeting and a simple majority vote taken on them at the meeting.

## **7. STATE AND REGIONAL CHAPTERS**

There shall be State and Regional Chapters of the National body formed in accordance with Clause 4.3(d).

- (a) The activities of State and Regional Chapters shall be managed by a Committee elected by members of the College who are affiliated with such chapters. Such Committees will be sub-committees of the National Executive Committee.
- (b) The National Executive Committee retains the right to veto any decisions or activities of a State or Regional sub-committee which are against National Policy.
- (c) A State and Regional Chapter may be formed by a minimum of 10 persons adopting this Constitution.
- (d) Membership fees are payable to the National Office. State and Regional Chapters may set their own subscription fees in addition.
- (e) The State Chapter shall report annually to the National body at the time of the Annual General Meeting of the National body. The Executive Committee of the State Chapter –

- (i) shall present an annual report on the activities of the State Chapter during the last preceding calendar year.
  - (ii) shall present a recommended budget for the following calendar year; and
  - (iii) shall provide the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.
  - (iv) shall send minutes of meetings to the National Office.
  - (v) shall appoint a representative of the Executive to be a member of the National Executive Committee in accordance with Clause 4.3.
- (f) This representative will have a one year term but will be available for reappointment by the Chapter for an additional year. Chapters shall notify the National Executive of their representative prior to the National Annual General Meeting. The Chapter may withdraw appointment of its representative and appoint an alternative at any time.
- (g) The Chapter Executive shall consist of a Chair, Vice Chair, Secretary, Treasurer and a maximum of six (6) ordinary members.

## **8. DISSOLUTION**

Should a proposal to dissolve the organisation be sustained by a two-thirds (2/3rds) majority of members voting at a General Meeting or by postal ballot, the Executive Committee shall prepare a report giving:-

- (a) an audited financial statement, and
- (b) proposals for meeting the commitments of the organisation.

The report should be submitted to all members and a mail ballot conducted on a simple majority of ballots returned within thirty (30) days of mailing.

On dissolution, all assets of the organisation, after all commitments have been met, shall be transferred to the Commonwealth Department of Health for distribution by it in appropriate proportions to hospital spinal units throughout Australia.

In the event of there not being sufficient members present to constitute a quorum at a General Meeting called to consider a dissolution proposal, the organisation may be dissolved by a simple vote of the members.