



Constitution and By-Laws of the

Sterilizing Research & Advisory Council of Australia (NSW) Inc.

CONSTITUTIONS

1. Name

The name of the Society shall be Sterilizing Research and Advisory Council of Australia (NSW) Inc. formerly known as the Sterilizing Research and Advisory Council of Australia (NSW Branch).

2. Ratification

This constitution shall come into effect upon its adoption by a General Meeting of the Society

3. Interpretation

3.1 "The Council" means the Sterilizing Research and Advisory Council of Australia (NSW) Inc.

3.2 "Committee" means the Committee of Management of the Society

3.3 "Officer" means President, Vice-President, Secretary or Treasurer of the Council

3.4 "Member" means a member of the Council

4. Objects

The objects of the Council shall be:

4.1 To cultivate and maintain the highest principle and ethics in the practice of knowledge in the fields of:

4.2.1 Methods of sterilisation and disinfection

4.2.2. Provision of sterile supplies

4.2.3. Control of Microbiological contamination and infection in hospitals and in other areas of medical, dental and veterinary practice, in microbiological laboratories and in public health.

4.3 To promote the education and training of personnel engaged in sterilisation and disinfection and to certify their competence.

5. Membership

Membership shall comprise the following classes:

5.1 Full Members, being persons who accept the intent of the Constitution and By-Laws of the Council, have paid the annual subscription, are employed by or are a member of any hospital, medical, dental or veterinary practice, university, Governmental or semi-governmental institution and who are admitted by the Committee. Full members, who cease to be employed but who are not classified so in 5.2, 5.3, 5.4, and whom the Committee admits

5.2 Associate Members, being persons who accept the intent of the Constitution and By-Laws of the Council, have paid the annual subscription fee, are proprietors or employees of a business engaged in the production and/supply of goods and/or services directly associated with sterilisation, disinfection or infection control and who are admitted by the Committee, but have no voting rights and are not eligible to hold office.

5.3 Life members, being full members elected to membership for Life by the Council at an Annual General Meeting. These persons may have full membership of the Council with voting rights and may be co-opted to the Management Committee at the discretion of the Management Committee. No Annual membership fee will be required.

5.4 Honorary Life Members, being persons elected by virtue of courtesy, recognition of their services to the industry or by their indirect but continuing association with the Council. These persons cannot hold membership on the Committee of Management, they have no voting rights. No annual membership fee will be required.

6. Officers

The Council Officers shall be those of President, Vice-President, Secretary and Treasurer.

7. Committee

7.1 The objects of the Council shall be implemented by a Committee of Management, which shall comprise the Officers and seven other elected members. 7.2 All decisions shall be made by the Committee, save that on a matter requiring immediate decision, the President or Officer elected for the specific purpose shall be empowered to act on behalf of the committee and shall report such decision to the next committee meeting for ratification.

7.3 The Committee shall be elected at the Annual General meeting or at an Extraordinary General Meeting held for that purpose.

7.4 The Committee may, subject to this constitution, admit or refuse to admit to membership any person, without providing any reason therefore.

7.5 The Committee shall be empowered to declare any person no longer a Full Member or Associate Member should he/she:

7.5.1 Fail to pay his/her annual subscription within three months of the date of its becoming due, provided that the Committee shall have the power to reinstate such a person upon payment of unpaid dues, or

7.5.2 Tender his/her resignation and that resignation be accepted by the Committee, or in the opinion of the Committee, violate the Society's Constitution or By-Laws or conduct him/herself to the detriment of the Society, provided that before declaring such person no longer a member, the Committee shall invite him/her to present explanation or defence as he/she may think fit.

7.6 The President shall convene a meeting of the Committee at least bi-monthly. A quorum at Committee Meetings shall be five persons present including one Officer.

7.7 Minutes of Committee meetings shall be made available to members at the General Meeting and Extraordinary General Meetings

7.8 The office of a member of the Committee shall be vacated:

7.8.1 If, he/she ceases to be a member of the Council

7.8.2 If, he/she absents him/herself from the meetings of the Committee for three consecutive meetings, without special leave of absence and the Committee then resolves that his/her office is vacated

7.8.3 If, by notice in writing to the Society, he/she resigns his/her office.

7.8.4 If, being an elected member, he/she is requested in writing by all his/her fellow members of the Committee to resign.

7.9 Vacancies may be filled from within the Committee or by election at a General Meeting, at the discretion of the committee.

7.10 (a) The Common Seal of the Association shall be kept in the custody of the Secretary and shall not be affixed to any instrument except by authority of the Committee.

(b) The Secretary shall keep in his/her custody or under his/her control all records, books and other documents of the Association other than the financial records.

(c) All records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association on request, at a time convenient to the Officer.

8. Finance

8.1 An annual subscription shall be payable by Full Members and associate members and shall be determined at the Annual General Meeting. The due date, year and the amounts of the application fees if any shall be determined by the Committee and may be made the subject of the By-Laws.

8.2 The Committee may determine and charge fees from attendance at symposia or other functions.

8.3 New Members admitted on or after six months after the date for annual subscription shall be deemed financial members for that year and the following year.

8.4 The Committee may at its discretion cancel the indebtedness of any member without publicity.

8.5 All moneys received by are on behalf the Council shall be paid into a bank to the credit of the Council.

8.6 All accounts must be paid by cheque or EFT and all cheques must be signed by two of the four officers. No payment shall be made without the authority of the Committee.

8.7 The Committee may invest council funds in bank, building society, or credit union loans or term deposits.

8.8 The Committee shall appoint qualified auditors annually and shall present to the Annual General Meeting an audited Statement of Accounts.

8.9 The income and property of the Council when so ever derived shall be applied solely towards the promotion of the objectives of the Council and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Council provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Council or to any member of the Council in return for any services actually rendered to the Council or reasonable and proper rent for premises let by any member of the Council.

8.10 The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Rule 8.1.

8.11 The Treasurer shall keep in his or her custody or under his or her control all records, books and other documents relating to the finances of the Association.

9. Meetings

9.1 Ordinary General Meetings of members shall be called at the discretion of the Committee but in any event not less than twice per year.

9.2 An Annual General Meeting shall be called at a time, date and place determined by the Committee but in the months of April, May or June of each year.

9.3 An Extraordinary General Meeting shall be called

9.3.1 Upon the request in writing of the President or the resolution of the Committee giving notice(s) of motion of the business proposed, or

9.3.2 Upon the application of not less than fifteen financial members, made in writing to the Secretary of the Committee, signed by each of the applicant members and giving notice(s) of motion regarding the business proposed.

9.4 Extraordinary General Meetings shall be called within twenty-eight days of request or application and the Secretary shall give at least fourteen days notice of meeting to members, together with notice(s) of motion.

9.5 A quorum at General Meetings shall be ten voting members present. Only financial members shall be eligible to vote at meetings.

10. By-Laws

10.1 By-Laws, not inconsistent with the Constitution may be made to clarify or prescribe in detail any matters contained therein.

10.2 By-Laws may be made or amended at Annual or Extraordinary General Meetings.

11. Amendment of constitution: Dissolution

11.1 This Constitution shall not be amended or the Society dissolved except with the prior approval of the Australian Federation of Sterilization and Disinfection Societies, should the Society be, at the time, a member of the Federation, and

11.2 At a General Meeting for which at least twenty-one days notice has been given and with which notice has been supplied a Notice of Motion setting out all proposed dissolution and at which a two-thirds majority vote in favour of any amendment or dissolution is cast.

11.3 In the event of dissolution any moneys remaining after all expenses are paid shall be paid to the Federation or should the Society not be at the time a member of the Federation or the Federation not be in existence, to the Red Cross Society.

THE BY-LAWS

12. Officers - criteria for nomination, nominee must be currently a financial member of SRACA NSW Inc. for two (2) consecutive years and held a Committee position for one (1) year.

12.1 Role Description – President

Adhere to SRACA Constitution and By-Laws. Chair meetings of SRACA committee or nominate other committee member to chair meeting when required. With the Secretary plan the agenda for all meetings. Have a casting vote in the event of a tied vote. Receive and follow up reports on any working parties and take action when necessary. Present a report to members at the Annual General meeting. Review all minutes of meetings prior to distribution. Raise the awareness aims and objectives of FSRACA to other relevant professional bodies.

12.2 Role Description – Vice President

The Vice-President shall in the absence of the President act as the Chief Executive Officer of the Council.

12.3 Role Description – Secretary

The Secretary shall prepare the agenda and keep records of all meetings, notify in writing all members of the Council of the time and place of all general meetings at least fourteen days prior to such meetings, notify members of the Executive Committee of the Council at least seven days prior to meetings of the committee and in case of Extraordinary General Meetings, shall follow the procedure of Article 9.3 of the Constitution. The Secretary shall submit correspondence received to the appropriate meeting, shall reply in the manner determined by the meeting and shall perform all other duties customary to the office.

12.4 Role Description – Treasurer

The Treasurer shall collect, receive and accurately record and have charge of all funds of the Council, shall deposit such funds in a Bank designated by the Committee, shall have accounts audited annually and submit the auditor's report to the President to be presented to the membership prior to the Annual General Meeting, shall report the financial condition of the Council whenever requested, and shall carry out all other duties customary to the office.

13. Committee - criteria for nomination, nominee must be currently a financial member of SRACA NSW Inc. for two (2) consecutive years.

13.1 Role Description – Education Officer

To support and promote educational initiatives for all sterilising personnel.

13.2 Role Description - Conference Convenor

Locate appropriate venue for Conference, Submit proposed program for Conference to the SRACA Committee in conjunction with the Education officer. Liaise with sponsors to arrange for funding of guest speakers as appropriate. Prepare a report of the financial and feedback from the conference for the Committee.

14. Education

All trade scholarships endorsed by SRACA, the same criteria will apply:

A currently financial member of SRACA for two (2) consecutive years.
Currently working in a sterilizing facility in a non-management position.