



**CONSTITUTION**

## **OCCUPATIONAL HEALTH SOCIETY OF AUSTRALIA (WA BRANCH) INC**

### **1. Name**

- (i) The name of the society shall be the Occupational Health Society of Australia (WA Branch) Inc, hereafter referred to as the Society.

### **2. Aims**

- (i) To develop effective occupational health practice within Western Australia;
- (ii) To encourage awareness by individuals, organisations and other bodies, of the role of occupational health;
- (iii) To provide a forum for professional contact between persons interested in and working in occupational health;
- (iv) To express an independent, professional viewpoint on all aspects of occupational health considered desirable in the public interest;
- (v) To seek the improvement of and an extension of the existing legislation for the promotion of safety and health at work in order to ensure uniform principles are applied to all occupational activities.

### **3. Membership**

- (i) Membership of the Society should be open to any with a genuine interest in occupational health. There shall be three categories of membership.
- (ii) Full members
- (iii) Student members (fulltime and unwaged)
- (iv) Corporate members
- (v) Corporate membership will be open to corporate bodies and Government departments.

- (vi) Applications for membership shall be approved by the Committee.
- (vii) The Committee shall maintain a register of the Society's current members.

### **4. Unfinancial Members**

- (i) A member who is unfinancial for a period greater than three (3) months shall be deemed to have resigned.

### **5. Committee**

- (i) The Committee of the Society shall consist of the President, Vice President, Hon. Secretary, Hon. Treasurer (hereinafter called the Executive) and six (6) full members. It shall have the power to co-opt other members, from any category, as required.
- (ii) Two (2) of the non-Executive members shall serve as trustees for the Society. No person may hold the same Executive office for more than two (2) consecutive years.
- (iii) An election for the offices of President and Vice President of the Society shall take place annually.
- (iv) The Hon. Secretary, Hon. Treasurer and Committee members are elected for a two (2) year term; half of the Committee members and the Hon. Secretary shall retire in one year and the other half of the Committee members and the Hon. Treasurer in the next year.
- (v) The limitations on a term of office may be waived by a two-thirds majority of members attending at an Annual General Meeting (AGM).
- (vi) Nominations for vacancies on the Committee are to be received by the Hon. Secretary at least 14 days prior to

the AGM. In the event there are still vacancies on the night, the Hon. Secretary may call for nominations on the night of the Annual General Meeting.

- (vii) Any casual vacancy on the Committee shall be filled by co-option and announced at the next general meeting. A person filling a vacant position shall hold the position until the AGM then stand for election to the Committee. The duration of the 2 year appointment then commences at the November AGM.
- (viii) Any person nominating for a Committee position shall be a financial member and shall be nominated by a financial member and seconded by a financial member.
- (ix) Trustees are appointed at the AGM.

## 6. Duties

- (i) The Committee should meet at least six (6) times per year.
- (ii) Upon request to the Hon. Secretary in writing, the incorporated association of records and documents shall be made available for inspection by financial members.

## 7. Meetings and Motions

- (i) A proxy may be appointed in writing by any member for any meeting.
- (ii) The AGM of the Society shall take place in the last quarter of each year. The Hon. Secretary shall receive notices of motions in time to be distributed to members at least 30 days prior to the AGM. The Hon. Secretary shall request proxies at the same time as the nominations and motions are received.
- (iii) General meetings shall be held as the Committee may determine .

(iii) A special general meeting must be called if a request in writing signed by five (5) full financial members is received by the Hon. Secretary, together with notice of any motion to be put at that meeting. The same notification procedure and time of notice shall be observed as for an Annual General Meeting.

(iv) If the motion involves changes to the Constitution then voting shall be by postal ballot. Determination shall be by consent of 75% of valid votes cast. Members shall be notified of the results.

(v) The quorum for meetings shall be as follows:

a)	Annual General Meeting	20
b)	Special General Meeting	20
c)	General Meeting	20
d)	Committee Meeting	4

(vi) Where the quorum is not met a subsequent meeting shall be convened and deemed to have quorum.

(v) Meetings shall be conducted in accordance with the procedure provided by Rostrum WA.

## 8. Voting

- (i) Each financial member shall have one(1) vote.
- (ii) Corporate members shall only have one (1) vote. Votes shall be counted on "first past the post" basis.
- (iii) Each proxy appointment shall confer on a proxy the entitlement to one additional vote.

## 9. Alteration of Constitution

- (i) The constitution, including the name of the Society, shall only be altered by the consent of at least 75% of all valid votes cast in a postal ballot of financial

members. The Hon. Secretary shall circulate the voting papers to all financial members to be received within one (1) month of the date of receipt of the motion and to be valid all votes must be received by the Hon. Secretary within the specified date.

### **10. Subscriptions**

- (i) Annual subscriptions shall be decided at the Annual General Meeting.

### **11. Bank Account**

- (i) A current account through which all monies shall be paid shall operate at a retail bank. The President, Vice President, Hon. Secretary and Hon. Treasurer shall be signatories for the account, any two of whom must sign for the purposes of withdrawal of monies from the account.

### **12. Audit**

- (i) The accounts of the Society shall be audited each financial year. The Auditor's report and the Hon. Treasurer's report shall be presented at the Annual General Meeting.
- (ii) The Committee shall nominate the auditor for the ensuing year.

### **13. Affiliation**

- (i) The Society shall be affiliated with such other bodies as the Society at the Annual General Meeting or a Special General Meeting shall resolve.

### **14. Dissolution**

- (i) A motion for the dissolution of the Society shall be put to a Special General Meeting called in accordance with this Constitution and must be passed the consent of 75% or greater of members voting at a Special General Meeting.
- (ii) If upon the dissolution of the Society there remains after all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members, but shall be distributed:
  - a) to another association incorporated under the Associations Incorporations Act 1987 which has objects similar to those of the Society; or
  - b) for charitable purposes.
- (iii) Whichever incorporated association or charitable purposes, as the case requires, shall be determined by the resolution of the members when authorising and directing the Committee to prepare a distribution plan for the distribution of the surplus property of the Society.

### **15. Non Profiting Clause**

- (i) The income and property of the Society shall be used for the promotion of its aims and objects and no portion shall be paid directly or indirectly, to its member, except where such payment is made in good faith as remuneration for services rendered to the Society.

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