

***AUSTRALASIAN SOCIETY***

***OF***

***ANAESTHESIA PARAMEDICAL***

***OFFICERS***

***15/11/2002.***

***CONSTITUTION***

***AUSTRALASIAN SOCIETY OF  
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***AIMS***

Unite all regional Anaesthesia Technician Associations throughout Australia, New Zealand and Asia.

Security employment as an Anaesthesia Technicians, Paramedical Officers and Assistants.

Further education.

To provide social activities for members.

Exchanges of knowledge.

Promote the Society as a professional body throughout Australasia.

To facilitate the free exchange of information between regions.

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

## **DEFINITION OF TERMS as ASAT**

“Region” A region is an existing Association, as at the 26<sup>th</sup> Day of March 1999, within Australasia that has been formed for the development and benefit of Anaesthesia Technicians in Australasia whose members have received recognised training that has been approved by that region as an Anaesthesia Technician or Assistant but whose members are predominately Anaesthesia Technicians of which their role has been described in a Job Description Form specific to the role they perform as an anaesthesia technician.

Each Region must have a Constitution and have within this Constitution documented the Aims, Objectives and a “Code of Ethics” relevant to that Region as well as hold documentation or a register of all qualifications that are acceptable by that Region including the names, addresses and other relevant information on their members. This information is to be held in good faith and with strict security and confidentiality.

**On this day, being the 26<sup>th</sup> Day of March 1999, the following Regions within Australasia have been admitted as Member Associations of the Australasian Society of Anaesthesia Technicians;**

Queensland Society of Anaesthesia Technicians- QSAT.

Australasian Society of Anaesthesia Technicians (N.S.W.)- ASAT(NSW).

Victorian Society of Anaesthesia Technicians- VSAT.

Western Australian Society of Anaesthesia Technicians (Inc)- WASAT(Inc).

New Zealand Society of Anaesthesia Technicians- NZSAT.

Signed on behalf of the Committee and Members of the Australasian Society of Anaesthesia Technicians.

**Chris Evans**

Chris Evans

Chairman Australasian Society of Anaesthesia Technicians,

Dated this day the 26<sup>th</sup> March 1999.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **DEFINITION OF TERMS as ASAPO**

### **Amendment of Constitution**

**On this day, being the 15<sup>th</sup> Day of November 2002, the Australasian Society of Anaesthesia Technicians formally changed its name to the Australasian Society of Anaesthesia Paramedical Officers. This change was carried out in accordance with the Constitution and in accordance with the rules of an Incorporated Association. From this day forward the society shall be known as the Australasian Society of Anaesthesia Paramedical Officers.**

“Region” A region is an existing Association, as at the 15<sup>th</sup> Day of November 2002, within Australasia that has been formed for the development and benefit of Anaesthesia Technicians, Paramedical Officers and Assistants in Australasia. Their members must have received recognised training that has been approved by that region and this Society (ASAPO) as an Anaesthesia Technician, Paramedical Officer or Assistant. Their members are predominately Anaesthesia Technicians/Paramedical/Scientific Officers of which their role has been described in a Job Description Form specific to the role they perform as an anaesthesia technician/paramedical officer/technical officer.

**On this day, being the 15<sup>th</sup> Day of November 2002, the following Regions within Australasia have been admitted as Member Associations of the Australasian Society of Anaesthesia Paramedical Officers;**

Queensland Society of Anaesthesia Technicians- QSAT.

Australasian Society of Anaesthesia Technicians (N.S.W.)- ASAT(NSW).

Victorian Society of Anaesthesia Technicians- VSAT.

Western Australian Society of Anaesthesia Technicians (Inc)- WASAT(Inc).

Signed on behalf of the Committee and Members of the Australasian Society of Anaesthesia Paramedical Officers.

Chris Evans

Chris Evans

Chairman Australasian Society of Anaesthesia Paramedical Officers,

Dated this day the 15<sup>th</sup> November 2002.

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**OBJECTIVES**

To present a united voice for Anaesthesia Technicians, Paramedical Officers/Assistants throughout Australasia.

Promote reasonable conditions of work and a fair remuneration for members.

To upgrade, protect and advance the interests of the Society and its members.

To achieve professional status and recognition for the members of the Society.

To promulgate a code of ethics and publish and maintain a code of practice applicable to the members there of.

Promote advancement in relation to education and work.

To develop and maintain a recognised standard of qualification for all regions within ASAPO.

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**CODE OF ETHICS**

All members of the Society are required to abide by the following "Code of Ethics" which has been promulgated not only for the benefit of the members, but also for the protection of the patient.

1. Carry out duties with skill, care and judgment in such a way as to promote and protect the rights and well being of the patient.
2. Confidentiality for the patient shall be respected and maintained at all times.
3. Be aware of the value for all professional persons associated with the provision of patient care.
4. Recognise any limitations of competence and never undertake delegated tasks without first receiving instruction which will facilitate the duties to be carried out in a professional and capable manner.
5. Endeavor to achieve and maintain a high standard of knowledge and to impart such knowledge to fellow members.
6. Afford and maintain high standards of care to patients suffering ill health due to a communicable disease, in accordance with local policy.

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

## **1. NAME**

The name of the Society (hereinafter called "the Society") shall be the Australasian Society of Anaesthesia Paramedical Officers (**ASAPO**).

## **2. REGISTERED ADDRESS**

The **Official Postage** address of the Society shall be:

ASAT Secretary

PO Box 8155

Woolloongabba, QLD

Australia 4102

## **3. OBJECTIVES**

The objectives of the Society shall be by lawful means:

- 3.1. Ongoing education for all members. Making available, up to date information on all aspects of the profession.
- 3.2. To promote and facilitate reasonable conditions of work and a fair remuneration for members of the Society.
- 3.3. To upgrade, protect and advance the interests of the Society and its members.
- 3.4. To achieve professional status and recognition for the members of the Society.
- 3.5. To receive and disseminate information amongst members and others.
- 3.6. To promulgate a Code of Ethics and Code of Practice applicable to members thereof.
- 3.7. To promote the social, intellectual and general advancement of the members of the Society and particular in relation to their studies for and the carrying out of their work.
- 3.8. To prescribe standards of work practice for members of the Regional Society and to arrange for the examination of candidates desirous of becoming members of the Society.
- 3.9. To facilitate legal representation where considered necessary to protect the rights and privileges of its members.

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- 3.10. Generally to promote and protect the mutual interests of its members in any way which may be considered beneficial to them.

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

## **OBJECTIVES *(continued)***

- 3.11. All major expenditures must be authorised through a quorum at a Committee Meeting.
- 3.12. To do all such acts, deeds, matters and things and to enter into and make such arrangements as are incidental or conducive to the attainment of the above objects.

## **4. APPLICATION OF INCOME AND PROPERTY**

The income and property of the Society from whatever source derived shall be applied solely towards the promotion of the object of the Society as set forth in this Constitution.

- 4.1. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise to persons who at any time are or have been members.
- 4.2. Nothing contained herein shall prevent the payment in good faith of remuneration to any Officer or Servants of the Society or to any member or other person in return for any services actually rendered to the Society or lawfully due to any member.
- 4.3. Any monies secured, in the name of the Society, by any of its Officers as contribution, donation or sponsorship is to be paid directly and immediately into the Societies Account, such funds are to be used as to their intended purpose. Any other funds are then to be used as per the discretion of a committee meeting (as in section 3.11).

## **5. ORDINARY MEMBERSHIP**

Any person resident in Australia, New Zealand or participating Asian-Pacific countries who have successfully completed such examinations and training as may be prescribed or recognised by the Society may become a member of the Society. Full and ordinary members of recognised A.S.A.P.O. regions are automatically members of A.S.A.P.O. New regions may be added to the Society by a vote of a two third majority of the Committee of the Society. A full or ordinary member has exclusive voting rights.

Voluntary Registration to ASAPO provided ordinary membership to this society.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **6. ASSOCIATE MEMBERS**

Any person not working as an Anaesthesia Technician/Paramedical Officer/Assistant may apply for Associate Membership, subject to approval of the Committee. An Associate Member shall have the rights and privileges of membership but shall not be entitled to vote at any meetings of the Society. An Ordinary Member ceasing to work as an Anaesthesia Technician/Paramedical Officer/Assistant (except as a result of temporary illness or absence from the country) shall, while he or she does not carry out such work, be an Associate Member of the Society only.

## **7. HONORARY MEMBERSHIP**

Any person may on the recommendation of the Committee and by resolution of a General Meeting be elected as an Honorary Member of the Society and while a member enjoy, -all of the rights of membership other than the right to vote.

## **8. STUDENT MEMBERSHIP**

8.1. One student from each region upon selection by two thirds majority of all students in that region may nominate for Student Liaison Officer on behalf of those students from that region. The nominated student has the sole right to vote on behalf of the students from that region.

8.2. Other than as stated in Section 8.1, any person studying for any examination referred to in Article Five hereof and being or intending to be a resident of Australia, New Zealand or any Asian countries may apply for Student Membership of the Society. A Student Member shall have such rights as the Society shall from time to time determine but shall not have the right to vote.

## **9. MEMBERSHIP AND EXPULSION OF MEMBERS**

### **9.1. MEMBERSHIP**

9.1.1. Provision for direct membership to ASAPO is available to any person holding a recognised qualification and will also be available for those who are currently members of their Regional Associations. The applicant must have qualifications that are recognised by ASAPO and the applicant must be working in the capacity of a trained Anaesthetic Technician/Paramedical Officer/Assistant.

A Register of acceptable qualifications will be maintained by the Registrar of ASAPO. The criteria for acceptability will be based on the standards of qualification laid down for all Member Associations. (NOOSR may be used for consultation in this matter with regards to overseas qualified anaesthesia technicians/assistants).

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

## **MEMBERSHIP AND EXPULSION OF MEMBERS (*continued*)**

- 9.1.2. Application for continued Full Membership of a Committee Member who is temporarily leaving the profession (eg going overseas, working in an allied area). This membership will exist for a restricted time period as deemed by the Committee. The application must be presented to a Committee Meeting for evaluation.
- 9.1.3. Application for membership of any class of members outlined in this Constitution shall be referred to a Committee Meeting of each Region and the Region may, in its absolute discretion, accept or reject any application without giving any reason thereof.
- 9.1.4. Upon an application being either approved or rejected by the Regional Committee, the Public Relations Officer shall, with as little delay as possible, notify the applicant in writing of the Committee's decision.
- 9.1.5. If an application for membership is approved by the Regional Committee then, upon receipt of payment of the initial joining fee and annual subscription, the Public Relations Officer of that Region shall enter the applicant's name in the Register of Members whereupon the applicant becomes a member of the Regional Association.
- 9.1.6. The Public Relations Officer of that Region shall, with as little delay as possible, notify the Registrar of ASAPO in writing so their name can be entered onto the Australasian Register.
- 9.2. **SUSPENSION AND EXPULSION OF MEMBER**  
Subject to this rule, the Regional Committee may recommend by resolution to be passed by two-thirds of the Regional Committee members present and voting at a Regional Committee Meeting of the Association, that a member be either expelled from the Association or have their rights and privileges as a member suspended, if in the opinion of the Regional or A.S.A.P.O.. Committee the member has been guilty of conduct detrimental to the interests of the Association.
- 9.3. Where the Regional or A.S.A.P.O. Committee recommends that a member be either expelled or suspended then the Public Relations Officer of the Region or A.S.A.P.O.. shall, without undue delay, cause to be served by certified mail on that member a notice in writing:

## **MEMBERSHIP AND EXPULSION OF MEMBERS (*continued*)**

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

- 9.3.1. giving details of the date, time and location of the Committee Meeting;
  - 9.3.2. specifying the reasons for the recommended expulsion or suspension and in cases of recommended suspension, the proposed period of time of the suspension; and
  - 9.3.3. informing the member of his or her right to be heard during the Regional Committee Meeting before the Committee finally votes on the matter.
- 9.4. At a Regional or A.S.A.P.O.. Committee Meeting convened for the purpose of this rule:
- 9.4.1. no business other than the issue of the recommended expulsion or suspension shall be transacted;
  - 9.4.2. the Committee may place before the meeting details of the reasons for the recommended expulsion or suspension;
  - 9.4.3. the member who has been recommended for expulsion or suspension shall be given the opportunity to be heard except under extreme circumstances at the discretion of the Regional Committee and
  - 9.4.4. the members present shall then vote by secret ballot on the question of whether or not the resolution to expel or suspend the member should be passed.
- 9.5. Grounds for recommending the expulsion of a member shall include but shall not be limited to the following:
- 9.5.1. conviction of possession of a non-prescribed substance
  - 9.5.2. conviction of theft of prescribed or non-prescribed substance
  - 9.5.3. serious breach of Code of Ethics of the Association
- 9.6. All minutes and transcripts from meetings held for purposes of expulsion or suspension must be sent by certified mail, without undue delay, to the postal address of A.S.A.P.O.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **MEMBERSHIP AND EXPULSION OF MEMBERS** (*continued*)

9.7. The Regional Committee must notify, without undue delay, the Registrar of A.S.A.P.O.. of their decision to expel or suspend so the name of the person can be temporarily removed from the Register for the period of suspension or removed due to expulsion.

## **10. LIFE MEMBERSHIP**

Any member who has given distinguished service to the Society may on recommendation of the Committee and by the resolution of a General Meeting of the Society be elected to Life Membership of the Society. A Life Member shall have all the rights and privileges of membership and shall be entitled to hold office and to take part and vote at any meeting but shall not be liable to pay any subscriptions or levies.

## **11. RESIGNATION OF MEMBERS**

Any member may resign or withdraw their voluntary Registration from the Society by giving not less than one calendar month's notice of his/her intentions so to do in writing and such a member shall continue to be a member until the expiration of the period of such notice and shall be entitled to the rights and privileges of the type of membership until the date of expiry of such notice.

## **12. MANAGEMENT**

The management of the affairs of the Society shall be vested in the Committee of the Society, which shall consist of a President, Vice-President, Secretary (who shall be the Public Officer of the Society and carry out and discharge the duties of that office as required by law), Treasurer, Registrar, Public Relations Officer and five (5) regional representatives. A quorum shall be for all meetings of the Committee by any five (5) of such officers.

The duties of the Officers shall be:

### ***President***

It shall be the duty of the President to preside at all meetings of the Society and the Committee and to perform such other duties as ordinarily pertain to this office.

### ***Vice- President***

It shall be the duty of the Vice-President to preside at meetings in the absence of the President and to perform other duties as ordinarily pertain to this office.

### ***Treasurer***

It shall be the duty of the Treasurer to have the custody of all funds, accounting at any time on demand by the Committee. He/she shall prepare a statement of assets and liabilities and of receipts and expenditure on the 31st day of July in each year. He/she shall bank or cause to be banked all funds of the Society within seven (7) days of receipt and once a month submit a financial statement containing such information as

# ***AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION***

it shall from time to time be required for the information of the Committee. Upon his/her retirement from office he/she shall transfer to their successor or to the President, all funds, books of account and other property of the Society in his/her possession.

## ***Secretary***

It shall be the duty of the Secretary to keep records of the meetings of the Society and all other meetings of Committees and Sub-Committees and record and preserve the minutes of such meetings.

## ***The Public Relations Officers.***

- 12.1. It shall be the duty of the Public Relations Officers to investigate means of public education for the profession and use of the various communication media available. It shall be accepted that the President of A.S.A.P.O. shall be the Public Relations Officer should no nominations be accepted.
- 12.2. At the direction of the Committee through personal contact with various groups and individuals, convey an understanding of the profession and the Society.
- 12.3. Each regional area shall have one (1) Public Relations Officer or should no nominations be accepted then the Chairperson/ President of each region shall be the Public Relations Officer.

## ***The Registrar***

It shall be the duty of the Registrar to maintain the records of members of each Region, including names, addresses, and qualifications held.

## **13. REGIONAL REPRESENTATIVES**

Each Regional Area shall elect two (2) representatives from their members to participate on the Committee of A.S.A.P.O.. The election of each representative shall occur during the Annual General Meetings of each Region or if this has not been possible then at the Annual General Meeting of A.S.A.P.O..

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **14. ELECTION OF OFFICERS TO EXECUTIVE COMMITTEE**

The President, Vice-President, Secretary, Treasurer, Public Relations Officers and Registrar shall be elected at the Annual General Meeting. All members of the Committee shall be retired annually but shall be eligible for re-election. Nominations for election to the Executive Committee shall be made at the Annual General Meeting from amongst the Regional representatives and/or voted on by the Committee and members of Regional Associations present. If nominations received exceed the number required for the various offices, a secret ballot shall be taken. In the event of a tie taking place in a ballot the scrutineer shall so inform the President who shall have the casting vote and who shall then announce the result of that ballot.

## **15. GENERAL MEETINGS**

15.1. A General Meeting shall be held once in a calendar year at such a time (not being more than 18 months after the holding of the last preceding meeting) and as may be prescribed by the Society in General Meeting, or, in default, at such a time and at such a place as the Committee shall appoint. In default of a General Meeting being so held, a General Meeting shall be held in the month next following and may be convened by two (2) Ordinary Members in the same manner as nearly as possible as that in which meetings are to be convened by the Committee.

15.2. The above mentioned General Meeting shall be called "Annual General Meetings"; all other General Meetings shall be called "General Meetings".

15.3. The Committee may, whenever they think fit, convene a General Meeting. If at any time there are not within the countries, sufficient Committee Members capable of acting to form a quorum, any five (5) Committee Members may convene a General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the Committee.

## **16. NOTICE OF GENERAL MEETINGS.**

16.1. Twenty eight (28) days notice at least (exclusive of the day on which notice is served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such manner, if any, as may be prescribed by the Society in General Meetings to such persons as are, under the regulations of the Society, entitled to receive such notices from the Society.

### **NOTICE OF GENERAL MEETINGS (*Continued*).**

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

16.2. Any such notice shall be deemed to be duly given if left at or forwarded by prepaid post to the registered address of the Regional Area.

16.2. The accidental omission to give notice of a meeting to or the nonreceipt of notice of a meeting by any member shall not invalidate the proceedings at any meeting.

## **17. PROCEEDINGS AT GENERAL MEETINGS**

17.1. All business of which notice is given shall be deemed special that is transacted at General Meetings and all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the report of the Committee and Auditors, the election of the Committee and other Officers in the place of those retiring by rotation and the fixing of the remuneration of the Auditors.

17.2. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, a quorum of the Committee and ten (10) ordinary members, being personally present, shall be a quorum. Proxy votes are acceptable for voting purposes.

17.3. If within fifteen (15) minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisitioning of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place and if at the adjourned meeting a quorum is not present within fifteen (15) minutes from the time appointed for the meeting, the members present shall be a quorum.

17.4. If the President is not present within fifteen (15) minutes after the time appointed for holding the meeting, or is unwilling to act as President, the Vice-President shall preside unless he is not present or is unwilling to act as President, then the Committee members present shall choose someone of their number to be Chair of that meeting.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **PROCEEDINGS AT GENERAL MEETINGS (*continued*)**

- 17.5. The President may, with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for seven (7) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.
- 17.6. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the results of the show of hands) demanded by at least two (2) members present in person entitled to vote and unless a poll is so demanded a declaration by the President that a resolution has, on a show of hands, been carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Society shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favor of, or against, that resolution.
- 17.7. If a poll is duly demanded it shall be taken in such a manner as the President directs and unless the meeting is adjourned the results of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 17.8. In the case of an equality of votes, whether on a show of hands or on a poll, the President of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second casting vote.
- 17.9. A poll demanded on the election of a President, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the President of the meeting elects.

## **18. MEMBERS OF THE COMMITTEE**

The office of any member of the Committee shall be vacated if the Committee member;

- 18.1. Fails to attend three (3) consecutive meetings of the Committee without good and sufficient reason.
- 18.2. Through ill health or business reasons is unable to attend his/her duties as a member of the Committee.
- 18.3. Becomes bankrupt.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

- 18.4. By his/her conduct or continual quarreling with other members, or by political activities or sectarianism, brings discredit upon the movement. Eg co-operation must exist within the Executive Committee.
- 18.5. Fails to take an active interest in the control and management of the Society.
- 18.6. Where a vacancy by reason of death or otherwise occurs during the year amongst the members of the Committee, such vacancy shall be filled by the Regional Body the member belonged to. Any member of the Committee may be removed from his/her office when a resolution to that effect is passed by a two-third majority of the Committee of the Society convened for that purpose.

## **19. DUTIES AND POWERS OF THE COMMITTEE**

The Committee shall have the following duties and powers:

- 19.1. Control the assets of the Society and to invest any funds of the Society in such manner as it sees fit.
- 19.2. To advise on appropriate action and agreements in relation to industrial matters.
- 19.3. To enter into contracts and agreements for the purpose of regulating supplies of commodities to its members.
- 19.4. Generally to manage, control and direct the affairs of the Society and carry its object into effect.

## **20. COMMITTEE MEETINGS**

The Committee shall meet every eight-(8) weeks. The method of acceptable meetings shall be either in person at an agreed place and time or by electronic media (Teleconferencing /Videoconferencing) at a time as agreed by members of the Committee.

## **21. AUDIT**

The Auditor for the Society shall be appointed at the Annual General meeting and shall audit the accounts of the Society at least once in every financial year and also certify the Annual Balance Sheet.

## **22. INSPECTION OF BOOKS AND REGISTER**

Any Committee member or members of A.S.A.P.O.. may inspect the Books of Account, Minute Books and Register of Members of the Society at the office of the Society on

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making a written application so to do to the Secretary who shall thereupon fix a date and time for such inspection without undue delay.

## **23. BANK ACCOUNT**

Operation upon the funds of the Society shall be by cheque signed by 2 of the following - Treasurer, President or Secretary.

## **24. ALTERATION OF CONSTITUTION**

This Constitution may be added to, repealed or amended at any Annual General Meeting of members provided a notice of the proposed addition, deletion or alteration is set out in the notice paper convening the meeting and provided also that no such resolution shall be effective unless carries on a majority of two-thirds of the Ordinary Members of the Society present and voting at such a meeting.

## **25. DISSOLUTION OF SOCIETY OR DISTRIBUTION OF ASSETS**

25.1. A General Meeting called for the purpose may, by a majority of two thirds of the Committee members present and eligible to vote, resolve to dissolve the Society and if such a resolution is confirmed by a similar majority at a subsequent General Meeting held not less than twenty-one (21) nor more than twenty-eight (28) days thereafter, then the Society shall be dissolved.

25.2. If on the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Society but shall be given or transferred to the Regional Associations in equal portions or a Registered Charitable Organisation nominated by a consensus of the General Meeting at the time of dissolution.

## **26. CONFERENCES AND DISTRIBUTION OF FUNDS**

Each region shall be responsible for hosting the A.S.A.P.O.. Annual Conferences and Trade Display in a rotation of regions and venues in lieu of their regions Annual Conference.

26.1. No one region shall hold this conference for three years after holding said conference.

# **AUSTRALASIAN SOCIETY OF ANAESTHESIA PARAMEDICAL OFFICERS CONSTITUTION**

## **CONFERENCES AND DISTRIBUTION OF FUNDS (*continued*)**

- 26.2. The Executive Committee of each regional Society shall form a Conference Committee to host each conference and is responsible for all correspondence, liaison, recruitment of speakers etc. associated with this conference. Funds, as requested in writing by each Region, will be provided by A.S.A.P.O.. if necessary to assist. The Executive Committee of A.S.A.P.O.. has sole rights to accept or reject any payment at any stage.
- 26.3. Correspondence for the purposes of an A.S.A.P.O.. Conference and Trade Display shall be distributed on A.S.A.P.O.. letterhead. Copies of this to be held by host region. Copies to be sent to the Secretary as well.
- 26.4. All funds received, by whatever means (sponsorships and delegates) for this conference shall be paid into A.S.A.P.O. general account A receipt shall be issued for all funds received.
- 26.5. All debts or accounts payable shall be paid upon the receipt of an invoice or written request for payment from the A.S.A.P.O.. general account. Method of payment shall be by cheque account only.
- 26.6. As the Region has hosted said A.S.A.P.O.. Conference and Trade Display in lieu of there own Regions conference, A.S.A.P.O.. recognises this fact, and shall make restitution to the host society of this Region. The host Region shall receive a one off payment of twenty-five percent (25%) of the funds remaining in the account after all expenses and payments have been deducted, this payment shall be no greater than \$5000.00 (five thousand dollars Australian). Payment will be made after an audited reconciliation of all accounts associated with this said conference has been completed.
- 26.7. Each Region shall fund, support and meet all the costs for one guest speaker from their Region for each Annual Conference and Trade Display.
- 26.8. Each Host Region shall in the planning of the ASAPO conference be entitled to send one representative to one Major Conference in any Region under the ASAT Constitution to promote and attract delegates to their Conference. This funding of one delegate shall be under the following conditions,
- 26.8.1.** the representative must be a senior organiser of the host regions ASAPO Conference Committee.
- 26.8.2.** it shall be one committee person per term of the ASAPO Committee only.
- 26.8.3.** all funding shall be based upon current public service accommodation rates, airfares and transfers only. All other reasonable costs shall be met

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by the member. Quotes for travel expenses must be provided prior to any payments.

**26.8.4.** the representative nominated by the host region, must be agreed to by a majority of the ASAPO Committee at a meeting held to discuss this point.

## **27. CORPORATE MEMBERSHIP**

Any medical or pharmaceutical based company, upon recommendation of the Committee of A.S.A.P.O., may become a Corporate member of the Society, upon payment of a prescribed fee as set out from time to time by the Society. A Corporate member shall have such rights as the Society shall from time to time determine but shall not have the right to vote.

## **28. DUTIES AND ROLE OF EACH REGION**

It shall be the duty and role of each Region to meet, by any lawful means, the Aims and Objectives of this Society as well as;

- 28.1. Manage the affairs of their Region by maintaining all records and books of accounts in a manner that is described in any Act, Law or directive of that Region.
- 28.2. To make available to this Society, upon reasonable written request, any documentation, record or transcript. Such a request must be first accepted by the Regional Committee.
- 28.3. To provide advance notice in writing to the Society of any education or seminar in their Region. To set dates for conferences and seminars at least six months prior to the event to ensure sufficient notice for funding for individual members and planning purposes.
- 28.4. To provide to the Registrar, on a regular basis, a list, record or transcript of the membership numbers and types held in each Region to develop and maintain a National Register of qualified Anaesthesia Technicians/Paramedical Officers/Assistants.

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## **29. EDUCATION AND TRAINING FUND**

This Society will establish and maintain a separate account for the purposes of meeting the Aims and Objectives of this Society and will make available to members of A.S.A.P.O.. funds to meet or partially meet a written request for funds for continued education and training. The allocation of funds must be passed by a majority by A.S.A.P.O. 's Executive Committee.

The applicant must:

- 29.1. Apply in writing. Applications must be on approved forms.
- 29.2. Provide a copy of registration forms and content of program.
- 29.3. Provide an article to the A.S.A.P.O.. Newsletter based upon the education or training that they have undertaken.

## **30. COMMITTEE MEMBERS EXPENSES**

Members of the ASAPO Committee can claim upon written application to the Treasurer for an ongoing expense account, which must meet the following criteria.

- All claims for expenses must be accompanied with receipts.
- Claims for expenses are to be submitted and scrutinized by the committee before payment.
- Each committee member shall receive an allowance of \$100.00 to cover out of pocket expenses and costs associated with the office. This allowance is to be returned in full when they step down from office. The allowance will be replenished as receipts are handed over to the committee and approved for reimbursement.

