



**By-Laws for the Australasian Virology Society Inc.
Accepted by the Society Committee of Management August 11th 2020**

Provisions in these By-Laws shall not be valid if they contravene the Society Constitution or the Associations Incorporation Reform Act.

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1. Membership subscriptions.

1.1 Aim of subscriptions.

The aim of subscription fees is not to build up a large cash reserve but to provide financial security for the Society and guarantee its long-term financial viability.

1.2 Subscription amounts, from November 1st 2020 onwards;

- full membership: \$200/2 years;
- student membership: free, provided their supervisor is a member;
- student membership (if supervisor is not a member): half the full membership fee.
- members retired from the workforce: half the full membership fee.
- Membership fees will not be prorated

In accordance with the Associations Incorporation Reform Act, the amount of the subscription fee shall be the subject of a resolution at each Annual General Meeting.

1.3 Additional incentives for membership.

The Society shall provide awards, such as to fund attendance at an international conference, or an overseas lab visit, to students. A condition will be that the student and their supervisor are financial members.

1.4 Financial status of members.

Members will be deemed unfinancial if their membership fees remain unpaid more than 90 days after the date on their invoice.

1.5. Fees for Australian and New Zealand members.

Members will pay the same dollar amount on both sides of the Tasman Sea. For example, AU\$200 in Australia and NZ\$200 in New Zealand. Members who are not resident in Australia or New Zealand will be asked to pay in Australian dollars.

1.6. Eligibility for awards.

To be eligible for awards, nominees (and their supervisors, for student awards), must have been a member of the Society at the time of applying for the award.

1.7. Start date for subscription charge.

The start date for the subscription charge is November 1st, 2020.

2. Expert Advisory Committee.

The Expert Advisory Committee (EAC) will be a sub-committee of the Executive Committee (EC). The EAC recognises the corporate knowledge and service of previous AVS Presidents. All past Presidents of the Society will be ex-officio members of the EAC. The purpose of the EAC is to provide advice to the EC on matters relevant to the AVS. EAC members may be invited to AVS EC meetings and/or have their advice sought by the President through other means such as email. The EAC may meet at least once per year by whatever means it considers appropriate. The EAC will provide advice to the EC, which will be delivered via the President.

3. Scientific Meeting Local Organizing Committee (LOC).

3.1 Objectives.

To work with the Professional Conference Organiser (PCO) to attend to the needs of the meeting, including:

- organize the venue including all needs for the conference;
- organize the scientific operation of the meeting: sessions, themes, posters;
- invite suitable international and national speakers and assist them as appropriate;
- organize the conference dinner, social functions and workshops as appropriate;
- working with the PCO, obtain sponsorship for the meeting.
- ensure that the meeting operates within budget and ideally produces a surplus.
- ensure that the meeting upholds AVS policies with regard to gender equity, harassment, social media and other policies that might take effect.

3.2 Membership.

The LOC will consist of the LOC Chair, and any other members he/she sees fit; LOC members may or may not be members of the CM.

The LOC should elect or appoint a secretary/executive officer and a deputy Chair. The secretary/executive officer can be a staff member of the PCO. The deputy Chair should not be a PCO staff member.

3.3 Role of the Chair.

The Chair must:

- provide leadership and facilitation skills;
- ensure the LOC operates smoothly and effectively;
- plan and consider the LOC's role and functions as it follows its course;
- work with the secretary to develop an agenda for each meeting;
- chair meetings of the LOC;
- ensure meetings are run in an efficient and timely manner;
- oversee operation of the LOC;
- budget oversight (in collaboration with the Treasurer)
- invite suitable persons to become members of the LOC.
- act as LOC point of communication with the PCO.

3.4 Operating and reporting.

Quorum: a quorum shall be 4 members.

The LOC will meet as required.

The LOC reports, via the chair, to the CM.

Meetings will have an agenda prepared beforehand, and minutes will be kept.

Meetings are the preferred forum for decision-making. For matters for which decisions are required more quickly than meeting schedules allow, the committee may adopt out-of-session decisions, which will be ratified at committee meetings. These processes should be directed by the Chair, will involve telephone or email discussions, and the Chair should base decisions on responses from Committee members. The decision and individual responses should be recorded for inclusion in subsequent meeting minutes.

The University of Western Australia has published a comprehensive and well-written online guide to the role of the chair:

<http://www.governance.uwa.edu.au/committees/principles/meetings/set-up/chair-responsibilities#recognising>

4. Succession to the position of President.

The position of vice-President is intended to be a President-elect position, such that the vice-President during their term will acquire knowledge that will prepare them for the position of President. When the President steps down, it is anticipated that the vice-President will nominate for the position of President. The vice-President and the President will work collaboratively to facilitate the acquisition of corporate knowledge by the vice-President.

The President should ordinarily occupy the position for one term but may serve for a maximum of two terms.

Notwithstanding the above, it should be noted that the Associations Incorporation Reform Act 2012 provides that any member of an incorporated society may be nominated for any position on the CM.

5. Confidentiality.

Information included on the membership register or any personal or professional information provided to the Society for honours, prizes and awards of the Society, or for any other purpose, is confidential and shall be used for AVS business only.

6. Members who have retired.

Members who retire from the workforce shall be allowed to pay a reduced subscription, being half the full membership fee.

7. Intermission of membership.

Members who request intermission of their membership because of unemployment or temporary absence from the workforce to rear children will be allowed to pay a reduced subscription, being half the full membership fee.

The period of intermission shall be for one year at a time and shall be for no more than a maximum of five years.

Members in intermission shall retain their voting rights at General Meetings of the Society. Members in intermission shall be eligible for student member registration fees at the Biennial Scientific Meeting of the Society.

8. Committee of Management (CM) and Executive Committee (EC).

The Committee of Management is as defined in section 24 of the Society constitution. The Executive Committee will consist of the President, vice-President, Secretary, and the Treasurer.

9. Policies.

The CM may develop policies as it sees fit.