

## ROYAL SOCIETY OF SOUTH AUSTRALIA INCORPORATED RULES

### 1 Name

The name of the incorporated association is the 'Royal Society of South Australia Incorporated', referred to herein as 'the Society'.

### 2 Definitions

In these rules, unless the contrary intention appears:

**'Books'** means any register or other record of information and any accounts or accounting records, however compiled, recorded or stored and any other document

**'By-law'** means the procedures by which the Society operates, as established by Council and varied by Council from time to time in accordance with these Rules

**'Constitution'** means these Rules and By-laws of the Society

**'Council'** means the committee duly appointed in accordance with Rule 6 for the management of the Society

**'Executive Committee'** means the committee of President, Vice-President, Secretary and Treasurer managing the affairs of the Society outside of the Term in accordance with Rule 6.3

**'Financial member'** means a Member of the Society who has paid all money due and payable by the Member for annual subscription in accordance with Rule 5.3

**'Financial year'** means the financial year of the Society, which ends on the last day of June in each year

**'General Meeting'** means a general meeting of members of the Society convened in accordance with Rule 8, or an Annual General Meeting of members convened in accordance with Rule 8.1

**'in person'** means present in person or via online platform made available for voting

**'Member'** means a member of the Society in accordance with Rule 5.1

**'Month'** shall mean a calendar month

**'Officer'** means any person who occupies or acts in a position of office bearer of Council of the Society in accordance with Rule 6.2

**'Ordinary Councillor'** means any person elected or appointed to Council in accordance with Rule 6.2

**'Quorum'** means the number of members present in accordance with Rule 6.3 for Proceedings of Council, and Rule 8.4 for General Meetings

**'Rules'** means the Rules and By-laws of the Society as amended from time to time under Rule 13

**'Secretary'** means the person holding office under these Rules as secretary of the Society; or if no such person holds that office, the Public Officer of the Society.

**'Society'** refers to the Royal Society of South Australia Incorporated and trading under the name 'Science South Australia'

**'Special General Meeting'** means a meeting of members of the Society convened in accordance with Rule 8.2

**'Special Resolution'** means a special resolution defined in the Act

**'Subscription'** means the annual fee payable by Members in accordance with Rule 5.3

**'Term'** means the operating months of the Society from March to November

**'the Act'** means the *Associations Incorporation Act 1985*

**'the Regulations'** means *Associations Incorporation Regulations 2008*

### **3 Objects of the Society**

The objects of the Society are

- To promote and diffuse scientific knowledge by meetings for the reading and discussion of papers, lectures, symposia, or special events.
- To publish its own scientific *Transactions* and other scientific publications.
- To maintain a scientific library open to the public.
- To assist in the advancement of science by such other methods as the Council may from time to time determine.

### **4 Powers of the Society**

The Society shall have all the powers conferred by section 25 of the Act to further the objects of the association.

### **5 Membership**

#### **5.1 Membership Types**

a) The Society shall be constituted of persons enrolled as Members who are involved, assisting, or interested in the promotion and diffusion of scientific knowledge. Members shall be classed as Honorary Fellows, Life Fellows, Fellows, Associate Fellows, Student Fellows and Corporate Members.

b) Honorary Fellows shall be persons distinguished for their attainment in science, or who shall have rendered meritorious service to the Society.

c) Life Fellows shall be Fellows who were enrolled as Life Fellows before 12 September 1974.

d) Fellows shall be persons with outstanding contributions to sciences or the advancement of sciences in South Australia.

e) Associate Fellows shall be Fellows of at least 10 years standing who have retired, are Early Career Researchers, or other members assisting in or interested in the promotion and diffusion of scientific knowledge and not meeting the criteria for Fellow, in accordance with the by-laws.

f) A Student Fellows shall be a full-time student, or a part-time student, who is not employed in a full-time capacity. The enrolment status of a Student Fellow must be verified by their supervisor, or equivalent person, when the annual subscription falls due.

g) Corporate Membership shall be made available to organisations by Council in accordance with the by-laws.

h) Upon payment of an annual subscription fee, members are entitled to use the following postnominals: Honorary Fellows: "Hon FRSSA"; Life Fellows: "LFRSSA"; Fellows: "FRSSA"; Associate Fellows: "AFRSSA"; Student Fellows: "SFRSSA".

#### **5.2 Nomination and election of Members**

a) Every candidate for membership shall be nominated on the prescribed form by two Members, one of whom shall attest from personal knowledge of the candidate. The application for membership shall be made in writing, signed by the applicant and the two nominators.

b) The completed nomination form shall be lodged with the Membership Secretary and shall be submitted to the Council at its next meeting. Upon approval by the

Council the nomination shall be submitted to the next meeting of the Society and an election shall be held at that meeting.

c) Honorary Fellows may only be nominated for election by the Council.

d) Elections shall be by ballot of those Members present in person at the meeting. One negative ballot in six or part thereof shall exclude the proposed candidate.

e) A candidate for membership excluded by ballot shall not be eligible for renomination within one year of such exclusion unless the Council otherwise determines.

### **5.3 Subscriptions**

a) The annual subscription fees for membership of Fellows, Associate Fellows and Student Fellows shall be such sum as the members shall determine from time to time in the Annual General Meeting.

b) The subscription fees shall be payable annually.

c) If any Member whose subscription is in arrears for two years shall fail to pay such arrears after notification in writing from the Treasurer, the Council may cancel their membership and that person shall thereupon be notified of such cancellation by the Secretary and cease to be a Member.

d) Honorary Fellows and Life Fellows are not required to pay annual subscription.

### **5.4 Resignations**

Members may resign from the Society at any time by giving written notice to the Membership Secretary or Public Officer of the Society. Any resigning Member shall not thereby be released from any indebtedness to the Society.

### **5.5 Register of Members**

The Membership Secretary shall keep an official register of the Members of the Society, which contains:

a) the name and address of each member

b) the email address of each member

c) the phone number of each member

d) the date on which each member was admitted to, or resigned from, the Society

e) the date of and reason(s) for termination of membership (if applicable).

### **5.6 Expulsion of a Member**

a) Subject to giving a Member an opportunity to be heard or to make a written submission, the Council may resolve to expel a Member upon a charge of misconduct detrimental to the interests of the Society.

b) Particulars of the charge shall be communicated to the Member at least one month before the meeting of the Council at which the matter will be determined.

c) The determination of the Council shall be communicated to the Member, and in the event of an adverse determination the Member shall, (subject to 5.6.d below), cease to be a Member 14 days after the Council has communicated its determination to the Member.

d) It shall be open to a Member to appeal to the Society in general meeting against the expulsion. The intention to appeal shall be communicated to the Secretary of the Society within 14 days after the determination of the Council has been communicated to the Member.

e) In the event of an appeal under 5.6.d above, the appellant's membership of the Society shall not be terminated unless the determination of the Council to expel the Member is upheld by the Members of the Society in general meeting after the appellant has been heard by the Members of the Society, and in such event membership will be terminated at the date of the general meeting at which the determination of the Council is upheld.

## **6. The Council**

### **6.1 Powers and duties**

a) The affairs of the Society shall be managed and controlled by a Council which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the Society, and are not by the Act or by these rules required to be done by the Society in general meeting.

b) The Council has the management and control of the business affairs, funds, and other property of the Society.

c) The Council shall have authority to interpret the meaning of these rules in accordance with the Act and any other matter relating to the affairs of the Society on which these rules are silent.

d) The Council shall appoint a public officer as required by the Act.

### **6.2 Appointment**

a) The Council consists of office bearers and four ordinary councillors. The officers of the Council shall be the President, Vice-president, Past-president, Treasurer, Secretary, Editor of the *Transactions*, Membership Secretary, Communications Secretary, Program Secretary, Librarian, Assistant Editor. All Council members shall be financial members of the Society.

b) A Council member shall be a natural person.

c) Each Council member holds office until the conclusion of the Annual General Meeting following the date of the Council member's election or appointment, but is eligible for re-election. No person is eligible to hold office of President after serving two consecutive terms in that office. Until the places of office bearers have been effectively filled, including that of the President, officer bearers shall continue in office.

d) On ceasing a term as President, that person becomes *ipso facto* immediate Past President, unless that person so declines in which case the previous immediate past President may continue in the office, and holds office until the new President ceases office.

e) Nominations for officers and ordinary councillors of the Council shall be lodged with the Secretary by 4.00 pm on the day of the Council Meeting preceding the Annual General Meeting. The nomination shall be signed by two proposers who are Financial Members of the Society and by the nominee. Any casual vacancy arising at the Annual General Meeting may be filled at that meeting.

f) Notice of all persons seeking election to the Council shall be given to all members of the Society with the notice calling the meeting at which the election is to take place.

g) The vacancies on the Council for the ensuing year shall be filled by election by those Members present in person at the Annual General Meeting. If so required by any Member the election shall be by ballot.

h) The Council may appoint a person to fill a casual vacancy, and such a Council member shall hold office until the next Annual General Meeting of the Society and shall be eligible for election.

### **6.3 Proceedings of Council**

- a) Council meetings shall be held at least each month from March to November inclusive, and at such other times as the Council or the President may decide.
- b) The President, if present, shall be the chairperson at all meetings of the Council. In the absence of the President, the duties shall be carried out by the Vice-President or Past-President or, in the absence of both, the members present shall elect one of their number as chairperson.
- c) Any seven Members of the Council present at a meeting shall constitute a quorum.
- d) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the Society must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of their interest in the contract at the next annual general meeting of the Society.
- e) Questions arising at any meeting of the Council shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- f) There shall be an Executive Committee comprising the President, the Vice-president, the Secretary and the Treasurer of the Society. Any three members present at a meeting shall constitute a quorum.
- g) The Executive Committee shall exercise such powers of the Council as may from time to time be delegated to it by the Council at a Council meeting.

#### **6.4 Disqualifications of Council Members**

The office of a Council Member shall become vacant if a Council Member is:

- disqualified from being a Council Member by the Act,
- expelled as a member under these rules,
- permanently incapacitated by ill health, or
- absent without apology from more than four meetings in a financial year.

#### **7. The seal**

- a) The common seal shall have the name of the Society. The Secretary shall be the seal-holder.
- b) The Council shall have the power to use the seal in the execution of any powers vested in it or otherwise in relation to the affairs or business of the Society. The seal shall not be used except by authority of the Council. The President, or in the absence of the President by the Vice-President, shall sign every instrument to which the seal is affixed.
- c) Every use of the seal shall be recorded in the Minutes of the Council Meetings. The affixing of the seal shall be witnessed by the President, or in the absence of the President by the Vice-President, and the Secretary.

#### **8. Meetings**

##### **8.1 Annual General Meetings**

- a) The Council shall call an Annual General Meeting in accordance with the Act and these Rules.
- b) The Annual General Meeting shall be held in the month of October or in such other month within five months after the end of the financial year, and upon a date and at a place and in a manner to be determined by the Council.
- c) The order of the business at the meeting shall be;

- the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting,
- the election of Council members,
- the appointment of auditors,
- the consideration of the accounts and reports of the Council and the auditor's report, and
- any other business requiring consideration by the Society in a general meeting.

## **8.2 Special General Meetings**

- a) The Council may convene a Special General Meeting of the Society at any time.
- b) Upon a requisition in writing of not less than 5% of the total number of members of the Society, the Council shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition. The special business for which the meeting has been convened and no other shall be transacted at such meeting.
- c) Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- d) If a special general meeting is not convened within one month, as required by 8.2.b above, the requisitionists, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Council, and for this purpose the Council shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Society.

## **8.3 Notice of General Meetings**

- a) Subject to 8.3.b, at least 14 days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- c) A notice may be given by the Society to any member by serving the member with the notice personally, or by sending it electronically or post to the address appearing in the register of members.
- d) Where a notice is sent by post:
  - the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and
  - unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

## **8.4 Proceedings at General Meetings**

- a) Ten members present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.
- b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.

c) Subject to 8.4d, the chairperson shall preside as chairperson at a general meeting of the Society.

d) If the chairperson is not present within five minutes after the time appointed for holding the meeting, or is present but declines to take or retires from the chair, the members may choose a Council member or one of their own number to be the chairperson of that meeting.

#### **8.5 Voting at General Meetings**

a) Subject to these rules, every member of the Society has only one vote per ballot at a meeting of the Society.

b) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.

c) Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

d) A Corporate member shall be entitled to appoint one person, who shall not be a member of the Society, to represent it at a particular general meeting or at all general meetings of the Society. That person shall be appointed by the corporate member by a resolution of its board, which may be authenticated under its seal. Such a person shall be deemed to be a member of the Society for all purposes until the authority to represent the corporate member is revoked.

e) In the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.

#### **8.6 Poll at General Meetings**

a) If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

#### **8.7 Special and ordinary resolutions**

a) A special resolution as defined in the Act.

b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

#### **8.8 Proxies**

A member shall be entitled to appoint in writing a natural person who is also a member of the Society to be their proxy, and attend and vote at any general meeting of the Society.

#### **9 Minutes**

a) Proper minutes of all proceedings of general meetings of the Society and of meetings of the Council, shall be entered within one month after the relevant meeting in minute books kept for the purpose.

b) The minutes kept pursuant to this rule must be confirmed by the members of the Society or the members of the Council (as relevant) at a subsequent meeting.

c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.

d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## **10 Dispute resolution**

a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between

- a member and another member
- a member and the Society

b) The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.

## **11 Financial reporting**

### **11.1 Financial year**

The financial year of the Society shall be a period of 12 months commencing 1 July and ending on the last day of June in each year.

### **11.2 Accounts to be kept**

The Society shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Society in accordance with the Act and Regulations.

### **11.3 Accounts and reports to be laid before members**

The accounts, together with the auditor's report on the accounts, the committee's statement and the committee's report, shall be laid before members at the annual general meeting in accordance with the Act.

### **11.4 Appointment of auditor**

a) At each Annual General Meeting, or at such other times as may be necessary, the Members shall appoint an auditor willing to act and authorised by law to audit the affairs of an incorporated entity to audit the financial statements of the Society.

b) The auditor shall hold office until the next annual general meeting and is eligible for re-appointment.

c) If an appointment is not made at an annual general meeting, the committee shall appoint an auditor for the current financial year.

## **12 Prohibition against securing profits for members**

The income and capital of the Society shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Society.

## **13 Rules**



- a) Every proposal to repeal, alter, add to or vary any existing rule of the Society shall be referred to Council for consideration. Council shall then at a subsequent meeting of the Society submit its report and call for a Special General Meeting for that purpose.
- b) These rules may be altered (including an alteration to the Society's name) by special resolution of the members of the Society. This includes rescision or replacement by substitute rules.
- c) The alteration shall be registered with Consumer and Business Services which administers the Corporate Affairs Commission, as required by the Act.
- d) The registered rules shall bind the Society and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.
- e) The Council may make, repeal, alter or vary any by-law not inconsistent with these rules for the effective carrying out of the objects and purposes of the Society. No such repeal or alteration of by-law shall be valid unless and until approved by a majority of the Members voting at a General Meeting of the Society of which due notice has been given.

#### **14 Winding up**

The Society may be wound up in the manner provided for in the Act.

#### **15 Application of surplus assets**

- a) If after the winding up of the Society there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members, and to which income tax deductible gifts can be made.
- b) Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.

## ROYAL SOCIETY OF SOUTH AUSTRALIA INCORPORATED

### By-Laws

#### i Society's office and trading name

- a) The registered office of the Society is located at the South Australian Museum. The address is North Terrace, Adelaide, SA 5000.
- b) The Society has registered the trading name "Science South Australia".

#### ii Membership nomination, notification, subscriptions and rights

- a) The nomination paper for new Members referred to in Rule 5.2 shall state the full name, distinctions (academic or otherwise), address and occupation of the candidate.
- b) Every person elected in accordance with Rule 5.2 shall be forthwith notified by the Membership Secretary of the election outcome and the subscription payable. New Members shall pay on receipt of notice of election.
- c) Upon payment of the subscription the person shall be enrolled as a Member of the Society. The Society does not require payment of an entrance fee.
- d) The membership year is based on the calendar year even though the accounts of the Society will be produced on a financial year basis.
- e) Membership for the whole or part of any financial year shall entail the payment of the prescribed subscription for that year.
- f) Members can select to pay subscription annually or for discounted multi-year membership rates.
- g) The Council may, at its discretion and upon such terms as it thinks fit, waive the subscription of a Member or re-enrol any person who has ceased to be a Member.
- h) If eligible, a Fellow of at least 10 years who retired from professional employment may, in writing to the Membership Secretary, elect to become an Associate Fellow and shall be so enrolled in the next succeeding financial year.
- i) Transition from Student to Associate Fellow can occur without renomination, as long as the Member renews as Associate Fellow next time their membership is due after being no longer enrolled in full or part time study and completion of a post-graduate degree.
- j) An Early Career Researcher may elect in writing to the Membership Secretary to transition from an Associate Fellow to Fellow and, if eligible and approved by Council, shall be so enrolled, as long as the Member renews as Fellow next time their membership is due. The Society defines Early Career Researchers as being less than 10 years since PhD completion.
- k) Members who are Fellows in a membership year will remain in this membership class, unless they become Honorary Fellow.
- l) Members who are a Sustaining Fellow will become a Fellow or Honorary Fellow.
- m) Every Member shall have the right to debate and vote upon questions dealing with the management of the Society's business and affairs and the election of candidates.
- n) Every Member shall be entitled to electronic access to the "*Transactions*". Members may also receive a printed copy of each issue of the *Transactions* of the Society on payment of an additional fee.
- o) A copy of the Rules and By-Laws of the Society shall be made available upon request and shall also be available on the Society's web site.

#### iii Ordinary meetings, scientific program and special events

a) Unless the Council decides otherwise, meetings of the Society shall be held on the second Thursday in each month from March to November at 6:30 pm, electronically or otherwise.

b) These meetings are held for a scientific program in accordance with the objects of the Society, election of new members in accordance with Rule 5.2, and any other business which does not require a General Meeting. The Membership Secretary will record the outcome of the election of new members.

c) Each meeting shall be convened by circular posted not less than five days prior to the date of the meeting. The circular shall state the venue, the subjects to be brought before the Society.

d) The Society may from time to time hold, organise and support special science events in accordance with the objects and purposes of the Society.

**iv Payment of accounts**

a) The Society may create electronic banking accounts to be managed by the Treasurer and with whoever else the Council shall appoint.

b) All payments made on behalf of the Society shall be initiated by the authority of the Treasurer, or, in the absence of the Treasurer, by the Secretary, and authorised by the other.

**v Investment**

The Council may by resolution approved by not less than two-thirds of the full membership of the Council invest any of its funds whether at the time in a state of investment or not;

a) in or upon any investment or security for the time being authorised by law for the investment of trust moneys,

b) in the purchase of any real estate in South Australia, or

c) in the purchase of any securities or investments in companies having at the time of such purchase an official quotation on any Stock Exchange in Australia,

and may also from time to time vary such investments.

**vi Capital Fund**

Bonds, stock and other securities and documents of title belonging to the Society shall be deposited in a bank or other place, approved by Council, and shall be made available for inspection only on the authority of the Treasurer or, in the absence of the Treasurer, the President, who shall give a written order to the manager of the bank or other responsible officer who has the custody thereof.

**vii Income and property of the Society**

a) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society, and no portion thereof shall be transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit, to members or relatives of Members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society or to any member of the Society for any service actually rendered to the Society, or reasonable and proper rental for premises let by any Member to the Society.

b) Should the Society's Deductible Gift Recipient endorsement be revoked, then any surplus gifts remaining after liabilities have been met, must be given to other funds or institutions which have similar objects and to which tax deductible gifts can be made.

**viii Medals and awards**

- a) A medal to be known as the Verco Medal, in recognition of the important service rendered to the Society by Sir Joseph Verco (1851 - 1933), shall be awarded from time to time for distinguished scientific work published by a member of the Society
- b) On the obverse of the Verco Medal shall be these words "The Sir Joseph Verco Medal of the Royal Society of South Australia" surrounding the modelled portrait of Sir Joseph Verco. On the reverse there shall be a surrounding wreath of eucalypt with the words "Awarded to ..... for research in Science", the name of the recipient and the year of the award.
- c) A medal to be known as the H. G. Andrewartha Medal in recognition of the contribution to learning and to the Society by the ecologist, Professor H. G. Andrewartha (1907 - 1992), shall be awarded from time to time for outstanding published research by an Australian scientist still in an early stage of scientific career (10 years or less since the award of the PhD), providing there is a candidate of sufficient merit.
- d) A medal to be known as the Publication Medal shall be awarded from time to time for the most outstanding paper published in the *Transactions* of the Royal Society of South Australia by a student or Early Career Research author who is and already was a member of the Society at submission of the manuscript, providing there is a contribution of sufficient merit.
- e) The Council shall decide on other prizes and awards to recognise scientific achievements.
- f) The Council shall select the recipient of each medal.

**ix Library**

- a) The Library shall be supervised by the Librarian.
- b) Non-members of the Society may have access to the Library under the supervision of the Librarian or other nominated person approved by Council.

**x Publications**

- a) The Council shall appoint an Editorial Board responsible for editing the Society's *Transactions*. They shall work with the nominated publisher to produce the contracted number of issues of the *Transactions* per year. The Editors shall report to the Council at each meeting of Council.
- b) The Editors will be responsible for maintaining an Editorial Board consisting of not fewer than five other members, selected to ensure the representation of the widest possible range of disciplines consistent with the publishing objectives of the *Transactions*. Members of the Editorial Board shall be appointed for a period of three years and be available to advise on the merit of proffered manuscripts for publication or other editorial tasks as requested by the editors.
- c) The *Transactions* will be produced by a Publisher contracted to the Society under terms mutually acceptable to both parties.
- d) Every paper published in the *Transactions* shall comply with the current "Instructions to Authors" as determined by the editor/s and the publisher and published on the journal website.
- e) Papers submitted for publication shall be assessed by one or more referees and the editors for suitability for publication. The Editor shall decide to either accept the paper for publication subject to such alterations as may be required or reject the paper. The Editor shall not be obliged to give an author any reason for rejection of a paper.
- f) On acceptance of a paper for publication, copyright shall belong to the Society.

g) The *Transactions* will be published electronically in digital format, as well as in paper format. Members of the Society in good standing will receive their copies of the *Transactions* either electronically or as paper copies, as they so choose.

h) For special publications, such as the Natural History book series, Council shall appoint an Editorial Board, selected to ensure the widest possible range of disciplines, to be responsible for the selection of authors and peer review process for publication. Publication agreements and copyright will be specific to each special publication.

**xi Public Statements**

a) The President of the Society may make public statement on behalf of the Society. In the absence of the President, the Vice President or Past-President may make public statements.

b) Other members of Council can only make public statements on behalf of the Society when authorised by Council to do so, and such authority is recorded in the minutes of the Council meeting.

c) Any submission tendered in the name of the Society must be first approved by Council. Members will be informed on the progress of submissions in the Society's Newsletter.

**xii Repeal**

All by-laws heretofore in force are hereby repealed.



Prof Sabine Dittmann  
(President 2019-Present)