



SPECIAL INTEREST GROUP

CONSTITUTION

July 2011

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THE "....."
SPECIAL INTEREST GROUP
CONSTITUTION

Reference:

- A. Memorandum of Agreement between Australian and New Zealand College of Anaesthetists Australian Society of Anaesthetists New Zealand Society of Anaesthetists, dated 14 June 2011

1. NAME AND FORMATION

The name of the special interest group (SIG) shall be the ".....Special Interest Group".

The SIG will be formed after consideration and acceptance of such a proposal by each and all of the council/executive committees of the Australian and New Zealand College of Anaesthetists (ANZCA), the Australian Society of Anaesthetists (ASA), and the New Zealand Society of Anaesthetists (NZSA).

2. OBJECTIVE

The major objective of this SIG is the promotion of science and education by:

- (a) The exchange of ideas between anaesthetists with a particular interest and involvement in ".....".
- (b) Interaction with other individuals/groups, who share an interest in ".....".

This SIG shall be responsible through the Anaesthesia Continuing Education Co-ordinating Committee (ACECC), to the parent organisations, namely the ANZCA, ASA and NZSA.

3. MEMBERSHIP

Membership will be of two types.

* **MEMBERS:** Fellows of ANZCA, or Ordinary Members of the ASA or NZSA who have a special interest in ".....".

***ASSOCIATE MEMBERS:** People with a special interest in "....." who are not entitled to be full members. They may include Associate Members of the ASA or NZSA, registered trainees of ANZCA, allied health professionals or members of other related professional organisations.

Associate members may only be admitted to membership after nomination by two full members of the SIG and approval by majority at a meeting of the executive committee of the SIG.

4. ACTIVITIES

The activities of the SIG may include:

- 4.1. Organisation of SIG scientific sessions at major annual scientific meetings/congresses. Generally, each SIG is entitled to conduct one session during one annual scientific meeting of the ANZCA or ASA or NZSA per year or, alternatively, a satellite meeting of no more than one day in association with the annual scientific meeting. It is the responsibility of the SIG executive committee to decide on whether to request a segment of the scientific programme or a satellite meeting from the organising committee of the chosen annual scientific meeting. This request should be made in writing at least one year in advance of the meeting and continual liaison with the scientific programme convenor shall be maintained. If any request is denied due to excess other SIGs at the meeting, it is the responsibility of the ACECC to seek inclusion in other major scientific meetings/congresses.
- 4.2. Organisation of independent SIG meetings on other occasions with the approval of the ACECC.
- 4.3. Advice to the ACECC on the suitability of local and overseas experts to participate in meetings.
- 4.4. Provide advice to ACECC on the appropriate standard of care in the area of special interest.
- 4.5. Advice to the ACECC on the distribution of educational material.
- 4.6. Advice to ANZCA, ASA or NZSA on liaison with similar organisations in other regions of the world.

5. ADMINISTRATION

- 5.1. For administrative purposes the SIG shall negotiate and maintain a secretarial link with one of the parent organisations, i.e. ANZCA, ASA or NZSA, referred to subsequently in this document as the parent secretariat provider. This link will be confirmed in writing between the SIG and the parent secretariat provider and will apply for a period of six years. It will be reviewed in the fifth year for consideration for extension for a further six year period. The ACECC secretariat is responsible to maintain a register of the secretariat provider for each SIG and coordinate the review process.
- 5.2. The SIG shall have an executive committee of up to nine full members, to represent each state of Australia and the ACT, New Zealand, and the Asia Pacific region. The SIG will determine with flexibility how each region shall best be represented.
- 5.3. An Annual General Meeting (AGM) of the SIG shall be held once in every calendar year at such time and place as determined by the SIG executive. Members of the SIG shall receive at least 60 days notice of the AGM.
- 5.4. Membership of the executive committee shall be for a period of three years but members may be eligible for re-election for a total period of no longer than twelve years without the approval of the ACECC chair.
- 5.5. The executive committee shall have the power to co-opt up to two other members. Co-opted members of the executive committee will be non-voting members and may serve in this capacity for a maximum aggregate period of three years.
- 5.6. At its first meeting following the AGM of the SIG, the SIG executive committee shall elect, from amongst its members, a chair whose term of office should normally not exceed an aggregate period of three years.
- 5.7. The SIG Chair is responsible to ensure that:
 - a. The SIG provides reports to ACECC twice a year.

- b. He/she participates in or is represented when ACECC meets.
 - c. The SIG complies with the financial reporting requirements of ACECC.
 - d. A strategic plan or intentions for the SIG's development is prepared annually.
 - e. Educational activities are provided for SIG members.
 - f. The SIG executive is effective and complies with Paragraph 4.
- 5.8. The executive committee will report on all activities to the ACECC and through it to the council/executive committees of the ANZCA, ASA and NZSA.
- 5.9. A report of the SIG shall be prepared in conjunction with the parent body prior to each ACECC meeting and through ACECC to each of the council/executive committee of ANZCA, ASA and NZSA. The received reports may be published in the *ANZCA Bulletin*, the *ASA Newsletter* and the *NZSA Newsletter*.
- 5.10 All administrative support for the SIG and chair is provided by the parent secretariat provider. Refer to the Manual for SIG Executives and Combined Regional/National CME Committees for details.

6. FINANCIAL STRUCTURE

6.1. Financial Guidelines

- 6.1.1. The stakeholders of the SIGs are the ANZCA, ASA and the NZSA. Reference A is the Memorandum of Agreement setting out the financial arrangements for supporting SIGs. This agreement takes precedence should there be any inconsistency in interpreting this Constitution.
- 6.1.2. These stakeholders are involved on a 50:40:10 basis respectively with respect to finances. These proportions approximately reflect the respective membership numbers of each of the parent organisations.
- 6.1.3. Each SIG will be aligned with a "parent secretariat provider" that is responsible for the reporting by that SIG and for its financial accounting. The parent secretariat will ensure that the SIG accounting is included in the annual audit process and public reporting in the same way as all other aspects of their business.
- 6.1.4. Currently there are 17 SIGs
- a. Parent secretariat provider - ANZCA:
 - Acute Pain
 - Airway Management
 - Anaesthesia and Critical Care in Unusual & Transport Environments
 - Anaesthetists in Management
 - Cardiothoracic, Vascular and Perfusion
 - Day Care Anaesthesia
 - Diving and Hyperbaric Medicine
 - Medical Education
 - Neuroanaesthesia
 - Obstetric Anaesthesia
 - Perioperative Medicine
 - Rural
 - Simulator and Skills Training
 - Trauma

- Welfare of Anaesthetists
- b. Parent secretariat provider - ASA:
 - Regional Anaesthesia
 - History of Anaesthesia

6.1.5. Each SIG should aim to be financially self sufficient.

6.1.6. The parent organisations assume the financial risk; provide the tax free status and account (under the corporations law) for the financial activities of all SIGs. Both deficits and surpluses are owned wholly by the parent organisations

6.2. Financial Management and Reporting

6.2.1. The parent secretarial general ledger is to separately and clearly identify transactions for SIG committees and SIG events in sufficient detail as to allow reporting in the agreed formats.

6.2.2. Expenditure relating to the SIG is to be authorised by representative of the parent secretariat provider.

6.2.3. Surpluses generated by SIG meetings or activities will be disbursed by the parent secretariat provider in accordance with Reference A to the parent organisations. When a net deficit occurs, the parent organisations will be required to fund the deficit in the agreed proportions.

6.2.4. All expenditure must be only for CME activities and SIG administrative expenses.

6.2.5. Expenses incurred by committee members in the organisation of a CME activity must be fully documented for audit purposes. These expenses may be reimbursed and recognised as costs of the event. Committee members may not ordinarily claim living allowances, entertainment expenses, meeting registration fees and travel expenses to attend the event

6.3. Continuing Medical Education Meetings of the SIG

6.3.1. A detailed budget should be prepared by the parent secretariat based on the planned activities for the coming year for their approval and submitted to the other parent organisations in accordance with the timeframe outlined in Reference A. It is a guiding principle that CME meetings should overall be self-supporting.

6.3.2. A final report, with a financial statement attached, is to be provided in the required format by the parent secretariat within three months of the end of the meeting to the next available ACECC meeting.

6.3.3. Funding for invited speakers shall follow the "Guidelines for Committee Organising Regional Continuing Education and Special Interest Group Meetings".

6.4. Subscriptions

6.4.1. The SIG executive committee can levy an annual membership fee on associate members to cover administrative and other costs. The committee will determine the fee, if appropriate, on an annual basis. This fee shall be due on the first day of January in each year. Where membership fees are outstanding on the first day of July following the due date, membership will be deemed to have lapsed.

7. GENERAL

7.1. The SIG executive committee shall be responsible for ensuring adherence to this Constitution. If difficulties or problems arise with such adherence, the SIG executive committee shall recommend appropriate action to the ACECC.

7.2. The SIG will be disbanded on a recommendation from:

7.2.1. The SIG executive committee to the ACECC, which may then recommend on this dissolution to the council/executive committees of ANZCA, ASA and NZSA. Dissolution will only occur if all three parent organisations concur.

7.2.2. Any one or more of the council/executive committees of ANZCA, ASA and NZSA. Dissolution will only occur if all three parent organisations concur.

Annex:

A. Special Interest Group Administrative Guidelines

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Committee	Committee	Committee	September 2011

Date of next review	May 2012
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SPECIAL INTEREST GROUP ADMINISTRATIVE GUIDELINES

1. ELECTION OF SPECIAL INTEREST GROUP EXECUTIVE COMMITTEE

- 1.1. Every three years, nominations for membership of the executive committee shall be sought from the Membership. It shall be left to the discretion of the special interest group (SIG) executive whether this is on a national or regional basis.
- 1.2. Nominations of candidates for election to the SIG executive will be in the prescribed format (Appendix 1) and must be signed by two full SIG members and contain a consent to act if elected signed by the person nominated. Nomination forms must be forwarded to the secretariat at least 45 days before the SIG Annual General Meeting (AGM).
- 1.3. If the number of candidates nominated and seconded for membership of the SIG executive does not exceed the number of positions on that committee, the names of all nominees shall be forwarded to the chair in accordance with item 1.8.
- 1.4. If the number of candidates nominated and seconded for membership of the SIG executive exceeds the number of vacancies, ballot lists shall be prepared containing the names of nominees in alphabetical order and shall be circulated to SIG members at least 30 days before the SIG AGM.
- 1.5. When an election is necessary as established in item 1.4, there shall be a postal ballot held of all members. Voting must be for the same number of nominees as there are vacancies to be filled. Voting papers must be returned to the secretariat no later than 1700 hours on the closing date of the poll.
- 1.6. When a ballot has been held, the chair of the SIG shall appoint two scrutineers to count the votes. The scrutineers must not be presenting for election. They shall notify the chair of the number of votes cast for each nominee. Voting papers which do not comply with item 1.5 shall be declared invalid.
- 1.7. Where there is a tied vote for two or more nominees of whom only one can be elected, the chair of the SIG shall exercise a casting vote.
- 1.8. The result of the ballot shall be forwarded to the SIG chair before the SIG AGM where those duly elected will be appointed as the SIG executive for the next three years.
- 1.9. Members of SIG executive shall be appointed for three years but shall be eligible for re-appointment. Except with the approval of the SIG executive, no member shall serve on an SIG executive committee for longer than twelve years.
- 1.10. At its first meeting following the AGM of the SIG, the SIG executive shall elect a chair from amongst its members, a chair whose term of office should not exceed an aggregate period of three years.
- 1.11. SIG executives may co-opt up to two other members for a special purpose. Such co-opted members may attend committee meetings at the discretion of the chair but shall have no voting rights. Co-opted members shall be appointed annually by the SIG executive for a maximum aggregate period of three years.

1.12. Any vacancy occurring during the term of the SIG executive may be filled at its discretion.

2. ANNUAL GENERAL MEETING

The business of the AGM shall comprise:

- A report from the chair on the affairs of the SIG
- A financial report
- The result of the election for elected members of the SIG executive
- Other business as approved by the SIG executive.

3. QUORUM

A quorum for SIG executive meetings shall be decided at the first meeting of the new committee and shall be not less than one third of elected and co-opted members.

No business shall be transacted unless a quorum is present within 30 minutes of the appointed time. If a quorum is not present then the meeting shall stand adjourned.

4. MEMBERSHIP

4.1. Applications for full membership may be by:

- Indication on annual subscription forms of any of the three bodies.
- Application to the secretariat of the parent secretariat provider.
- Application through the ACECC website.

Applications for associate membership should be made on the SIG Application Form and should include nomination by two full members of the SIG.

4.2. The secretariat provider will maintain a current list of SIG members to be made available upon request to the three parent organisations, to ACECC and to members of the SIG.

4.3. The annual fee to be paid by associate members shall be as determined from time to time by the SIG executive and shall be payable on the first day of January in each year.

Associate members admitted on or after the first day of July in any year shall pay half the annual associate membership fee for that year.

.....
SPECIAL INTEREST GROUP

Date

ELECTION TO SIG EXECUTIVE

Members of the Special Interest Group (..... SIG) are invited to forward nominations for the SIG executive committee. Each nomination must be signed by two full members of the SIG and contain a consent to act, if elected, by the person nominated, who must also be a member of the SIG.

The SIG Executive is presently constituted as follows:

- DR....., *Qld*
- DR....., *NSW*
- DR....., *Vic*
- DR....., *ACT*
- DR....., *Tas*
- DR....., *SA/NT*
- DR....., *WA*
- DR....., *NZ*
- DR....., *Asia Pacific Region*

(The SIG may have an executive committee of up to nine full members, to represent each state of Australia and the, ACT, New Zealand, and the Asia Pacific region.)

**Nominations must be returned to ANZCA Headquarters
before 5 pm oninsert date.....**

Administrative Officer,
Continuing Medical Education

- * Executive members eligible for re-election**
- **Co-opted executive members eligible for election**
- ***Executive members not seeking re-election**

<.....✂.....✂.....>

We wish to nominate....., a member of the
..... Special Interest Group, as a candidate for election to the Executive of the Special Interest Group.

..... SIG Member
(Signature) (Print Name)

..... SIG Member
(Signature) (Print Name)

I consent to act if elected SIG Member
(Signature of nominee)