

Nothing in these bylaws shall be held to be valid if the Constitution appears to indicate a rule to the contrary.

AIMS

The aim of these bylaws is primarily to provide additional guidance, beyond the Constitution, in the manner and process by which leaders, committees and members of the Society conduct themselves in the governance and organisation of matters of the Society, and in the discipline more broadly.

SCOPE

These bylaws apply to all Society members, in all categories of membership, and, as far as applicable under law, to agencies directly engaged to conduct business on behalf of the Society.

DEFINITIONS

In this document, unless otherwise stated, the term 'members' refers to all ASM members, regardless of category. The terms 'MASM' and 'Members' are synonymous and refer to professional members.

1. CODE OF ETHICS

Microbiologists accepting membership in the Australian Society for Microbiology, Inc. accept that the following fundamental principles advance their profession and uphold its integrity and dignity; agree to abide by this Code of Ethics; and recognise the Society's responsibility to consider breaches of this Code and to recommend appropriate responses.

Code of Ethics

The Society shall have a Diversity and Inclusion Policy that will be published on the Society's website.

In additions, the Society requires each member:

- to promote the aims of the Society
- to behave in such a way as to bring credit to the profession of microbiology
- to use all proper means to maintain the standards of the profession
- to respect any confidence gained in the conduct of the profession
- to ensure that public statements are fair and objective
- not to engage in microbiological practices restricted by law or professional agreement
to avoid unwarranted statements that reflect upon the character or integrity of other members of the profession
- to recognise the responsibility to subordinates in terms of professional guidance and dissemination of information
- to maintain professional competence by keeping abreast of new information and developments
- to support fellow members who find themselves in difficulties on account of their adherence to this Code, and the Society in its efforts to protect them
- to recognise responsibility to the community and the environment in protecting each from exposure to undue actual or potential microbiological hazards.
- not to engage knowingly in research for the production or promotion of biological warfare agents.

The process for reviewing infractions of the Code of Ethics will be as follows:

It is the responsibility of all parties concerned with the ethical review process to proceed under conditions of strictest confidence.

Upon receipt of a complaint, the President of the Society with fellow members of the Executive Committee will conduct a preliminary determination of the seriousness of the charge.

If found by the Executive Committee not to be a violation, the complaint should be dismissed at this point by the President.

If the complaint appears justified and significant, the President will proceed in accordance with sections 16 and 17 of the Constitution

A member who resigns or is expelled due to action taken under section 17 of the Constitution will not be re-admitted to the Society for a period of less than five years and will be considered for re-admittance only upon direct application to Council.

2. ELECTION OF OFFICERS

Nominations for President-Elect and, where vacancies exist, for the offices of Vice President, Corporate Affairs and/or Vice President, Scientific Affairs and/or Vice President Communications, shall be solicited from members, Fellows and Honorary Life Members at least eight (8) weeks before the Annual General Meeting and reach the secretariat at least five (5) weeks before the Annual General Meeting.

In the absence of a valid nomination at the closing date for receipt of nominations for an elected position on Council, the position shall be re-advertised, and nominations called with a deadline for receipt of nominations which allows a minimum of three (4) weeks' notification to members.

If there be more than one valid nomination for any vacancy, the Secretariat shall issue a ballot of financial members of the Society. Ballots shall be returned to the secretariat at least two (2) weeks before the Annual General Meeting. Two scrutineers, appointed by the Council, shall count the ballot. The result shall be decided by a simple majority of the returned votes and shall be declared at the Annual General Meeting.

3. RESOLUTIONS

All resolutions of the Society membership or of the Council, except as provided for in the Constitution and except for a resolution calling for a postal ballot, shall be decided by a simple majority of those eligible to vote ***and*** voting. A resolution (whether by Council or by a general meeting of the Society) to call a postal ballot requires a two-thirds majority of those eligible to vote ***and*** voting. In addition to postal ballots, provision can be made for electronic voting, provided the security and confidentiality of the voting process is ensured by the Executive Committee in conjunction with the Secretariat who will oversee the voting procedures.

4. PROCEDURES FOR CONDUCTING POSTAL BALLOT

Members eligible to vote will be mailed:

a ballot paper (or papers)

a "Declaration of Eligibility" form

an envelope marked "Ballot paper only" and "a Declaration of Eligibility form must accompany this envelope"

Brief statements from candidates summarising relevant aspects of their Curriculum Vitae, if supplied to the Secretariat within the week following the closure of nominations.

The ballot paper will display:

- a. information describing the ballot
- b. a list of the candidates in an order determined by drawing by lot, with a square drawn adjacent to each name
- c. instructions to the voter.

The Declaration of Eligibility will include the following statement: "I declare that I am a current financial Fellow, Member or Honorary Member of the Australian Society for Microbiology Inc. and that I have not previously voted in (this election). Name (please print) : Signature : Date :

.....

This declaration must be placed with the sealed ballot envelope in a separate envelope addressed to: The Returning Officer, The Australian Society for Microbiology Inc., with the Society's current mailing address included.

Following receipt of the ballot envelope and declaration form, the Returning Officer will determine whether:

- the name on the declaration form is that of a current financial member
- a vote has not previously been lodged under that name for the relevant election.

When these criteria are met, the sealed ballot envelope will be stored until closure of the ballot. All declaration forms shall be retained until the declaration of the poll.

After closure of the ballot, the scrutineers appointed by Council will determine the result according to the Constitution and By-Laws of the Society.

Unless determined otherwise by the Council, the Returning Officer will be the secretariat of the Society.

When appropriate and feasible, provision shall be made for members to vote electronically, provided the security and confidentiality of the voting process is ensured by the Executive Committee in conjunction with the Secretariat who will oversee the voting procedures.

5. STANDING COMMITTEES

The Standing Committees shall use the Society's facilities such as the secretariat and the Journal for the conduct of its business; and may obtain financial support (as needed) within the budget approved for Standing Committees by the Council and administered through the Executive Committee.

a. EXECUTIVE COMMITTEE

Composition The composition of the Executive Committee is as determined by section 35.3 the Constitution shall be the:

- President
- Vice President, Scientific Affairs
- Vice President, Corporate Affairs
- Vice President, Communications
- President-Elect, if there be one, and if not, the Immediate Past President.

Terms of Reference

- To conduct the business of the Society in accord with the decisions of or as specifically directed by Council, or on behalf of Council when it is not feasible or possible for Council to act.
- To develop and enact policy for the Society when it is not feasible or possible for Council to act.
- To authorise and coordinate the development and enactment of policy by other Standing Committees of Council when it is not possible or feasible for Council to provide such authority or direction.
- To assist the Vice President Corporate Affairs in the management of the investments of the Society.

Procedures

The Executive Committee shall meet formally at least six times each year, including at least one face-to-face meeting.

The quorum necessary for the transaction of business shall be no less than three members.

The Executive Committee shall keep minutes of each formal meeting, and a formal register of attendance, both of which shall be submitted to Council. ASM members may apply to Council if they wish to view copies of these minutes.

The Executive Committee may invite additional attendees to specific meetings, to assist with expert advice on certain matters. These attendees will be captured and identified within the minutes as well as the register of attendance.

Decisions of the Executive Committee shall be reviewed in accordance with section 36.2 of the Constitution, and if appropriate, ratified by a subsequent meeting of Council. A copy of the register of attendance shall be tabled at Council meetings.

b. NATIONAL EXAMINATIONS AND QUALIFICATIONS BOARD

Examinations for Fellowship of the Australian Society for Microbiology Inc. shall be regulated by a National Examinations and Qualifications Board (NEQB).

NEQB shall also assess and determine all applications for professional membership (MASM) of the Society.

Composition

The NEQB shall be a Standing Committee of Council with a Chair appointed by Council.

The NEQB shall be able to appoint new members to the Committee, subject to their subsequent ratification by Council.

Membership of the NEQB shall include the following:

Chair

Registrar who shall act as Secretary of the NEQB and be responsible for maintaining the Register of Fellows.

Deputy Registrar who shall deal mainly with applications for MASM

Not less than three other members.

Co-opted members who, through their particular expertise, act as temporary *ad hoc* advisers to the NEQB for specific tasks. Such members must be approved by Council.

Membership of the NEQB shall at any time include at least:

- one member with a background in microbiological education and experience in postgraduate examinations at a tertiary level
- one with a background in medical microbiology
- one whose experience is in a field other than medical microbiology
- one who is employed as a professional (non-academic) microbiologist, when possible.

Members of the NEQB shall hold office for a term of three years with eligibility for re-appointment for a further term. With the exception of *ex officio* members, no member shall be eligible to serve more than two consecutive terms without the approval of Council.

Terms of Reference

- To assess all applications for Membership of the Society (MASM)
- To assess all applications for Fellowship of the Society (FASM)
- To determine whether Fellowship shall be sought by an applicant by:
 - examination of a significant contribution to microbiology or
 - examination in a specialty area of microbiology.
- To assess applications for Fellowship by examination of the significant contribution to microbiology made by an applicant.
- To determine the readiness and suitability of candidates seeking Fellowship by examination in a specialty area of microbiology.
- To determine and review the specialty areas available to candidates.
- To set a detailed syllabus for the Part I examination.

NATIONAL EXAMINATIONS AND QUALIFICATIONS BOARD (cont.)

- To determine the criteria and standards required for both the Part I & Part II examinations.
- To set up a panel of examiners in the various specialty areas chosen by candidates and approved by the NEQB.
- To appoint examiners/assessors for the Part I and Part II examinations.
- To review the reports of examiners/assessors. To report to Council the results of examinations and to recommend the award of FASM to successful candidates.
- To report to Council the results of assessment of applications for professional membership and to recommend the award of MASM to successful applicants.
- To present to Council a report of all formal meetings of the NEQB and to advise Council on matters pertaining to Fellowship of the Society.

Procedures

In general, the NEQB shall meet formally at least four times per year.

The quorum necessary for the transaction of the business of the NEQB shall be no less than three members thereof.

When complete, applications for FASM will be assessed by the NEQB to determine whether Fellowship is to be gained by examination of the applicant's significant contribution to microbiology or by examination in a specialty area. If by examination of significant contribution, written referees' reports will be sought before a recommendation from the NEQB is forwarded to Council. If by examination in a specialty area, the NEQB will organise both Part I and Part II examinations of the candidate and report to Council the results with a recommendation.

Upon acceptance by Council, the new Fellows will be notified by the Secretariat of their acceptance, their names will be entered into the Register of Fellows and published in the next issue of *Microbiology Australia*. Each will be issued a testamur of Fellowship bearing the Seal of the Society.

Fellows who cease membership of the Society shall, in accordance with section 15 of the Constitution, forego their Fellowship of the Society. In such circumstances, all references to Fellowship of the Society shall be required to indicate a beginning and an end date.

c. NATIONAL SCIENTIFIC ADVISORY COMMITTEE (NSAC)

Composition

The National Scientific Advisory Committee (NSAC) shall consist of a Chair, who will be the Vice President Scientific Affairs *ex officio*, a Deputy Chair to be chosen by Council, and up to 10 additional members. Other *ex officio* members will be the Society's Theme Leaders to represent Microbial Ecology/Environmental Microbiology, Clinical Microbiology, Molecular Microbiology, Public Health Microbiology and Virology. If the Theme Leader in Clinical Microbiology, is not a medical practitioner, an additional member shall be a senior medically qualified microbiologist with experience in managing infectious diseases. With the approval of Council, additional members may be co-opted to represent other specialised areas, such as parasitology, mycology, food microbiology, veterinary microbiology, etc. Theme leaders may also select an associate with expertise related to their subdiscipline to assist and understudy them, with a view to succeeding the theme leader at the end of their term. These associates should be encouraged to attend meetings of NSAC as observers. The appointment of associates must be approved by Council.

Members of the NSAC shall hold office for a term of two years with eligibility for re-appointment for a further term. With the exception of *ex officio* members, no member shall be eligible to serve more than two consecutive terms without the approval of Council.

Terms of Reference

The NSAC shall serve as an expert reference group to provide advice to the following individuals and groups as required:

- ASM members
 - Council and the Executive Committee
 - Federal and State Governments and other statutory bodies
 - Other professional bodies and societies within Australia and overseas
 - Accredited journalists and other media representatives.
- The NSAC shall liaise with the Executive Committee, State Branches, Special Interest Groups, Local Organising Committees and the ASM Secretariat to develop scientific programs for the National Scientific Meeting and other ASM meetings, including joint meetings with other societies and online conferences, as required.
 - The NSAC shall assist the NEQB with the appointment of appropriate advisors and examiners for FASM candidates.
 - The NSAC shall assist the Executive Committee and ASM Secretariat with the running of the Visiting Experts Program as outlined in Section 15 of these bylaws.

Procedures

The NSAC shall meet at least four times per year, including via teleconference.

The quorum necessary for the transaction of the business of the NSAC shall be no less than four members thereof.

The Chair of the NSAC shall report to Council and the Executive Committee at all of their regular meetings.

The NSAC Chair may act as the Society's official representative in dealings with other organisations; and may issue statements on the Society's behalf, but only when so countersigned the President.

d. PUBLICATIONS STANDING COMMITTEE

The ASM supports the production of regular scholarly publications sponsored by the Society as an important means of communicating with our members and facilitating the continuing education of microbiologists more broadly. The nature and content of these publications shall be managed by the Publications Standing Committee.

Composition

The Publications Standing Committee shall be appointed by Council and consist of up to sixteen members. Membership will include:

The Editor of *Microbiology Australia* who shall be a professional microbiologist contracted by the ASM to ensure the successful publication of the Society's journal, *Microbiology Australia*, and other publications by mutual agreement. This person shall serve as Chair of the Standing Committee.

The Chair of the Editorial Board of *Microbiology Australia*. This person shall serve as Deputy Chair of the Standing Committee.

The Vice President, Communications (or their proxy determined in consultation with the President of the Society).

The Chair of the National Scientific Advisory Committee (or their proxy determined in consultation with the President of the Society).

The Chair of the National Examinations and Qualifications Board (or their proxy determined in consultation with the President of the Society).

A representative of the Education Special Interest Group (appointed on the recommendation of the Group).

Other members of the Editorial Board of *Microbiology Australia*, comprising:

- individuals with expertise in the major subdisciplines of microbiology
- a mix of early career, mid-career, and established researchers
- at least one member who is not directly employed by a university or research institute

With the President's approval, additional members with specialised expertise may be co-opted to the Standing Committee to assist with the publication of a particular issue of the journal

With the exception of *ex officio* members, all members of the Publications Standing Committee shall hold office for a term of three years with eligibility for re-appointment for a further term. Apart from the Committee Chair (the Editor of *Microbiology Australia*), no member shall be eligible to serve more than two consecutive terms without the approval of Council.

Terms of Reference

- To publish or to enter into agreements with others to publish such journals and other publications (abstracts, reviews, newsletters, etc.) as may be authorised by a two-thirds majority of Council.
- To present to Council reports on matters pertaining to the Society's publications.
- To prepare for Council budgets for planned publications, and financial statements relating to profit and loss regarding the Society's publications.

PUBLICATIONS STANDING COMMITTEE (cont.)**Role of the Chair**

Coordinate and chair meetings of the Standing Committee, including the preparation and distribution of the agenda and minutes of meetings of the Committee.

To ensure, in conjunction with the Members of the Standing Committee, that the quality of presentation and contents of *Microbiology Australia* and other publications is of a high standard that is relevant to both ASM members and other potential readers.

Assist the Standing Committee in sourcing potential authors as required.

Write to authors to confirm submission of their articles.

Liaise with authors to ensure their articles and illustrations are received within the set deadlines and written in accordance with the guidelines for authors.

Confirm receipt of articles with authors.

Edit articles as required and check references and liaise with authors about the editorial process.

Forward articles to the Editorial Board members or others for peer review

Forward final versions of articles to the publisher.

Proof-read the journal draft copy.

Send thank-you letters and copies of publications to authors when they are published.

Liaise with the publisher on any matters related to their services.

Report verbally to regular formal meetings of the Executive Committee.

Present a written report on the activities of the Standing Committee to each meeting of Council.

Procedures

The Standing Committee shall meet formally at least four times per year, by teleconference or otherwise as required. Under normal circumstance, these meetings shall be considered to be equivalent to meetings of the Editorial Board of *Microbiology Australia*.

The quorum necessary for the transaction of the business of the Standing Committee shall be the Chair or Deputy Chair and no less than seven other members thereof.

The membership of the Standing Committee shall be reviewed by Council every two years.

Council may refer to the Committee those aspects of the Society's business that relate to the Terms of Reference of the Committee.

The Standing Committee may act as the Society's official representative in dealings with other organisations when so appointed by Council or the Executive Committee.

e. WORKFORCE STANDING COMMITTEE

Composition

The committee will consist of up to eight members plus the ASM President, the Chair of the NEQB, and the Chair of the Standing Committee on Professional Development (or their proxies) as *ex officio* members.

Up to four committee members will be appointed directly by the ASM Council. Up to a further four members will be appointed by the Council (in consultation with the Standing Committee) following the calling of expressions of interest from the general membership. Other expert staff may be invited to attend meetings ad hoc for specific purposes as determined by the Chair.

The Committee Chair shall be appointed by Council.

Committee members shall serve a term of up to three years and may re-nominate for a further term. Apart from the Chair and *ex officio* members, no member shall be eligible to serve more than two consecutive terms.

Notwithstanding three-year terms, Council, through the Chair will endeavour to maintain functional continuity of the Committee by appropriate overlapping and/or staggering of appointments to the Committee.

Terms of Reference

- Consider and provide advice to the ASM Executive and Council on emerging issues relating to legislation, accreditation, and workforce planning for microbiologists.
- Represent ASM on external bodies addressing relevant workforce issues.
- Coordinate submissions to government and industry on behalf of ASM on matters relevant to workforce issues.

Procedures

The Committee shall generally meet twice yearly, including via teleconference.

The Chair may nominate another member of the committee to act as proxy in his/her place as required.

A quorum shall be 50% or more committee members.

Minutes including agreed actions will be distributed to the committee members. Endorsement of the minutes will be sought at the next meeting of the committee. Copies of the approved minutes shall be sent to the Executive Committee and Council.

Decision-making shall usually be obtained by consensus facilitated by the Chair. Where consensus cannot be reached, a majority vote will be required with dissenting and abstaining votes noted in the minutes of the meeting.

A written report shall be provided to Council at each Council Meeting.

f. STANDING COMMITTEE ON PROFESSIONAL DEVELOPMENT

Composition

The Standing Committee on Professional Development shall consist of a Chair and up to eight (8) additional members to be appointed by Council. The membership shall include the Chair of the Workforce Standing Committee, and the National Convenor of the Education Special Interest Group.

Terms of Reference

- To foster the development of student and early career members (ECMs) of the Society, both researchers and applied microbiologists
- To engage students and ECMs in a way that improves their overall experience of ASM, by providing resources, activities and opportunities that will bring students and ECMs together and foster their professional growth and development.

Specifically, the Standing Committee will:

- Provide oversight and coordination of student and ECM activities run by ASM nationally and state branch level
- At the National Scientific Meeting, work with the local organising committee and student/ECM representatives to deliver the Nancy Millis mentoring program, which will be broadened to include early-career applied microbiologists
- Provide resources to students and ECMs for professional development and career assistance
- Develop increased opportunities for graduate research students and ECMs within Australia and overseas within academia, industry or other career pathways
- Develop alliances with other professional bodies and organisations, such as AIMS (the Australian Institute of Medical Scientists), AIFST (the Australian Institute of Food Science and Technology), RCPA (Royal College of Pathologists of Australasia) and the Australian Council for the Certification of the Medical Laboratory Scientific Workforce, with the aims of simplifying, enhancing and coordinating opportunities for professional development and certification
- Set up an online mentoring system where leaders in research and applied microbiology can sign up to be mentors
- Create increased opportunities for students and ECMs with microbiology societies around the world.
- Liaise with the Workforce Standing Committee and the Education SIG to develop training programs and other initiatives to enable applied microbiologists to meet the standards required for professional accreditation and advancement.

STANDING COMMITTEE ON PROFESSIONAL DEVELOPMENT (cont.)

Procedures

The membership of the Standing Committee shall be reviewed by the ASM Council every two years. The National Chair shall serve for a period of two years but be eligible for re-election.

The Standing Committee shall meet formally every year at the National Scientific Meeting, and on at least 3 more occasions each year by teleconferencing.

The quorum necessary for the transaction of the business of the Standing Committee shall be three members.

The Standing Committee shall submit a verbal and/or written report of activities to each meeting of the Executive.

The Standing Committee shall also submit an annual report to the Council.

The ASM Council or the Executive Committee may refer to the Standing Committee those aspects of the Society's business that relate to the Terms of Reference of the Standing Committee.

The Standing Committee Chair may act as the Society's official representative in dealings with other organisations; and may issue statements on the Society's behalf, but only when so countersigned the President.

6. BRANCHES

There shall be no more than one Branch per State or Territory of the Commonwealth of Australia. The minimum effective number of members, Fellows or Honorary Life Members of a Branch shall be twenty-five.

The Branch Chair shall be elected from the membership of each Branch for a minimum of two years and shall be eligible for re-election for a continuous period of not more than five years. If after serving the maximum term, no replacement for the Branch Chair can be found and the Chair is willing to continue in their role, the Branch Committee can request Council to extend the Chair's term by one year annually for a maximum additional period of five years.

The Branch Chair shall act as delegate to the ASM Council. In addition, Branch Chairs or their designated proxy shall attend regular teleconferences as arranged by the President.

Where practicable, the President shall undertake to visit each branch at least once during their tenure

Income of the Society shall be distributed between the Council and the branches to cover the expenses of general administration and to finance meetings, and similar activities. There shall be a distribution of a proportion of the Society's income to the branches related to, but not entirely dependent on, the number of members in each branch. At the end of each calendar year, when the final financial position of the society can be reasonably ascertained, the Vice President Corporate Affairs shall recommend the amount of the distribution to the branches to the Executive Committee who, after due consideration, will decide on the amount of the distribution to each branch and inform the Council of their decision. The Executive Committee shall also make disbursements to branches for purposes in keeping with the objectives of the Society.

7. SPECIAL INTEREST GROUPS

The ASM recognises the value and need for Special Interest Groups (SIGs) within the framework of the ASM. The function delegated by Council to the SIG is to advance the science in the field of its special interest in microbiology or a related discipline within the framework of the Society, its Constitution and By-Laws. This shall be in addition to and in co-operation with those activities already maintained by the Society.

Establishment

Council will consider the establishment of a SIG upon the receipt of a formal submission, including the Aims and Scope of the proposed SIG, and, where relevant, how it differs from other SIGs with overlapping interests. The proposal shall be signed by ten members of the Society of any category (except Sustaining Members). If there is no reason to the contrary, Council shall establish the SIG and inform the proposer by letter of its decision.

Membership

Eligibility for membership of the SIG shall be open without formality to any member of the Society or a non-member with an active interest in the aims and scope of the SIG and its activities. A registered member of a SIG is a person who, on an annual basis renews interest in the SIG and its Aims and Scope. The ASM Council may determine to apply an annual subscription fee to members of a SIG who are not financial members of the ASM.

Structure

Upon establishment, the SIG shall convene at the next Annual Scientific Meeting of the Society and elect a National Convenor, who must be a member of the ASM.

The Convenor shall serve for a term of two years and be eligible for re-election.

The SIG will list its Aims and its Scope, so that all members of the Society may fully understand the intended function of the SIG.

If the SIG determines to set up sub-groups at the Branch level, such groups will be subject to Branch By-Laws (which must not contain clauses that conflict with the spirit of this By-Law). Representatives of the local SIG sub-group shall liaise with the State Branch and the National SIG, undertake such activities as approved by both Branch and National SIG, and provide reports of their approved activities to both.

A list of registered ASM members who are members of the SIG is to be compiled and kept current by the secretariat of the Society. This list should be provided to the National Convenor on request. A list of SIG members who are not members of ASM shall be kept by the National SIG Convenor and made available to the ASM Secretariat.

Applications for affiliation of the SIG with other societies must be sought through Council.

The establishment of a SIG or the appointment of any member as Convenor may be terminated at any time by Council.

SPECIAL INTEREST GROUPS (cont.)

Responsibilities to the Society

The SIG Convenor shall be responsible through consultation for policies and activities generated by the SIG.

The Convenor shall submit to Council an Annual Report of the activities of the SIG no later than three weeks before a specified meeting of the National Council, as notified by the Secretariat.

Failure to submit an annual report to any Council meeting shall result in temporary suspension of the SIG until this issue is resolved. If the matter is not satisfactorily resolved within 4 months, members of the SIG will be notified that the SIG no longer exists. Members wishing to reinstate the SIG shall follow the procedures for establishing a SIG as described above.

SIG Convenors or their designated proxy shall attend regular teleconferences as arranged by the President. Failure to attend two (2) consecutive teleconferences shall result in suspension of the SIG as outlined in the preceding paragraph.

No subscriptions shall be raised, nor fees applied to ASM members or non-members to meet the costs of administering the SIG without Council approval.

Any funds raised by the SIG shall be held by the ASM Secretariat in a separate account and be accessible to the Convenor upon request when needed. The Secretariat may also pay accounts for expenses contracted for the SIG and raise tax invoices for payments due to the SIG.

Financial responsibility for the SIG reposes with the Council which will consider requests for financial or other assistance from the Convenor.

Normally, all SIG meetings will be free for ASM members, but not necessarily for SIG members who are not members of ASM. Under circumstances where outlays are high, e.g., for laboratory-based workshops or meetings that include dinner, a reasonable amount may be charged. In such circumstances, ASM members shall be charged less than non-members, and a budget shall be provided to the Executive, who will decide to what extent ASM will subsidise the meeting.

In any correspondence used by the SIG, prominence must be given to the relationship of the SIG to The Australian Society for Microbiology Inc. as the parent body.

Following an Annual General Meeting of the SIG, the Convenor shall notify the secretariat of the Society of any changes in leadership of the SIG.

Activities.

The SIG's activities shall include an Annual General Meeting, to discuss scientific or organisational matters pertaining to its special interest.

The SIG is encouraged to suggest speakers, topics and workshops for the National Scientific Meeting through NSAC and the local organising committee for that meeting.

The SIG is encouraged to promote its activities on the ASM website and in *Microbiology Australia*.

From time to time, Council may require a SIG to deal with specific issues or to represent ASM in an official capacity.

8. CORPORATE MEMBERS

The ASM recognises the benefit to members of including companies in its professional educational programs, and of companies participating in its scientific meetings.

The role of Corporate members is to provide support, including financial support, to ASM and guidance as to how best to work with companies supplying essential items for education, research and clinical diagnosis.

All Corporate members are members at the National level of the Society but may also choose to participate in events arranged by State Branches.

Application for Corporate membership may be made by any individual, company or organisation interested in the science of microbiology. Applications will be considered by the Executive Committee, and recommendations for acceptance made to Council.

Corporate membership carries several benefits. These may include some or all of the following:

1. Recognition and inclusion of their company name and logo (if applicable) on the Society's website.
2. Early access to sponsorship packages and space allocation at the Annual Scientific Meeting. In the case of virtual meetings, electronic acknowledgement and display of their name and logo during proceedings.
3. Participation, where relevant and mutually agreed, at State Branch events in the form of an industry display or workshop.
4. A discounted exhibition fee at National and/or State Branch meetings.

The Council may determine other benefits from time to time, either upon request from Corporate Member or by suggestion from the Executive Committee or a State Branch.

9. HONORARY LIFE MEMBERSHIP

General Procedures

Nominations for election to Honorary Life Membership may be forwarded to Council by 31st March in any calendar year. At this time, the nominations will be collated and presented to the Executive Committee for assessment and review. No more than three Honorary Life Members shall be elected in any one year.

Procedure for Nomination

A person shall not be considered for election as an Honorary Life Member unless the Society has received from the proposer:

- a. a nomination for Honorary Life Membership signed by the proposer, a seconder, and five other signatories, each of whom shall be a Professional Member or Fellow of the Society
- b. a complete curriculum vitae together with a condensed summary and photograph suitable for publication in *Microbiology Australia*
- c. a statement summarising the nominee's major contribution to the discipline and/or practice of microbiology, to the Society, or to both, together with information attesting to the high personal and professional standards of conduct of the candidate, and
- d. a bibliography of scientific publications and/or contributions to the relevant area of microbiology.

Upon receipt, this information shall be forwarded to the Executive Committee for assessment and review.

Assessment and Election

The Executive Committee will review the nominations received and place those considered acceptable and of sufficient merit in priority order.

A maximum of three nominations from the top of the listing will be awarded Honorary Life Membership. Their names will be placed on the Honours List and will be announced at the next Annual General Meeting, and their summaries and photographs will be published in the next available edition of *Microbiology Australia*.

Persons nominated for Honorary Life Membership who were considered by the Executive Committee to be acceptable and of sufficient merit, but who failed to gain the endorsement in that year, will be automatically included in the nominations for the following year. If Honorary Life Membership still does not occur, a fresh nomination will be required if consideration is to be continued.

10. OVERSEAS MEMBERS

- a. Applicants for membership from individuals who are not resident in Australia.
 - normally, ordinary membership shall be the approved category of membership for persons resident outside the Commonwealth of Australia.
 - a current curriculum vitae must be attached to the application for Associate membership of the Society
 - an applicant's suitability for acceptance into the Society shall be determined by the National Examinations and Qualifications Board (NEQB)
 - the annual subscription for permanent overseas members shall be determined by Council from time to time.

Permanent overseas members shall be eligible to apply for Professional Membership (MASM) or Fellowship (FASM) of the Society and shall be required to meet the same criteria for these awards as members based in Australia.

- b. Members who become temporarily or permanently resident outside Australia.

Members of the Society who are resident outside Australia shall be defined as:

- temporarily resident outside Australia if absent for up to three years; or
- permanently resident outside Australia if absent for greater than three years.

Members of the Society of any category of membership, temporarily resident outside Australia, may apply in writing to the Secretariat for membership to be suspended for a period up to, but not exceeding, five years.

Members of the Society of any category of membership, permanently resident outside Australia, will not be eligible for suspension of membership, but may maintain their membership with their annual membership subscription.

11. RETIRED MEMBERS

Members who retire from the workforce shall retain their membership classification as at the time of retirement and be allowed to pay a reduced subscription as determined by the Executive Committee.

12. INTERMISSION OF MEMBERSHIP

Members may request intermission (suspension) of their membership in any given year.

The period of intermission shall be for one year at a time and shall be for no more than five years in total, unless determined otherwise by Council.

ASM members in intermission shall continue to receive all notifications that are provided to financial members.

ASM members in intermission shall forgo their voting rights at General Meetings of the Society, and their eligibility to apply for awards or reduced registration fees for scientific meetings of the Society.

13. CONFIDENTIALITY OF MEMBERSHIP INFORMATION

Information included on the membership Register is deemed confidential.

Personal or professional information provided to the Society for honours, prizes and awards may be considered for additional honours, prizes and awards beyond that originally applied for.

The information is not transferable and may not be photocopied, loaned, given, rented or sold to any other person or organisation beyond the above.

For Society purposes, Executive Committee will determine what information will be provided to certain Officers or Committees of the Society who require such information to perform their ASM duties.

14. NATIONAL SCIENTIFIC MEETING

The National Scientific Meeting (NSM) to discuss topics of scientific interest to the membership shall be called by the Council.

Each NSM shall normally be organised by members of the Branch in the State, Territory or region in which the meeting will be held (referred to as the Local Organising Committee (LOC)), in conjunction with the Vice President Scientific Affairs, and the designated professional conference organiser (PCO).

In some circumstances, for example, where a State Branch has a small number of members, or when the NSM will be held in conjunction with another Society or held overseas, it may be necessary for the Executive Committee to assume responsibility for organising the meeting.

The process by which the meeting will be organised shall be in accordance with a Procedures Manual that has been prepared expressly for this purpose. The Procedures Manual will be modified and improved, as needed, in line with feedback obtained and lessons learned from previous NSMs. Proposed modifications to the Procedures Manual will be presented to the Executive Committee for approval before inclusion and implementation.

A brief report on the progress of the planning of each NSM, and a budget (in a form acceptable to Executive) showing expected income and expenditure shall be prepared for each meeting of the Executive Committee.

The designated chair of the LOC or their proxy shall be invited to present a progress report in the Council meetings ahead of the NSM.

Following the NSM, a written report shall be provided by the LOC to the Vice President Scientific Affairs, highlighting the successes of the meeting, and any potential areas for improvement. The report will form the basis of any amendments to the NSM Procedures Manual. The designated chair of the LOC shall also provide a report suitable for publication in *Microbiology Australia*.

Following the NSM, a full financial report shall be provided by the PCO, and when all disbursements have been completed, an audit carried out.

The State Branch of the LOC shall then receive a share of any profits resulting from the meeting but will not be liable for any loss.

15. VISITING EXPERT PROGRAM

The ASM encourages State Branches to be involved in a program to bring experts from Australia and overseas to regions for face-to-face lectures, workshops and mentoring programs.

Two separate pathways are available to attract visiting experts:

1. The first pathway applies to experts who have been invited to participate in National or Regional Scientific Meetings of ASM. In this instance, the original invitation will include a paragraph asking the expert if they would like to participate in the Visiting Expert Program, and if so, when they would be available, which centres they would like visit, and if there are any specific individuals they would like to meet. As the replies to these invitations are received by the Secretariat, they will be passed on to the Executive Committee as soon as possible.
2. Nominations for visiting experts may also be proposed and seconded in writing by any members of the Society. The nomination should include detailed biographical details of the proposed speaker and some evaluation of his or her potential contribution to the Society, particularly at State Branch level.

Nominees may be based in Australia or overseas; however, overseas nominees will only be considered as part of an existing visit to Australia. Preference will be given to microbiologists of good standing, who are good communicators and have appeal to more than one State Branch.

If the Executive Committee approves the application, they will let the proposers know as soon as possible.

For both pathways, the Executive Committee will appoint a member of the Executive, the NSAC or any other appropriate member of ASM to coordinate the Program with the visitor, relevant State Branches, the Chair of the Publications Standing Committee, the ASM Secretariat and the proposer, where applicable. The Coordinator will assume ultimate responsibility for the visit and liaise with one or more colleagues at each proposed destination to ensure that everything required to make the Expert's visit a success are in place. Travel and accommodation within Australia will be arranged by the Secretariat.

The Coordinator shall provide a short summary of the visit to the Executive Committee within 4 weeks of the visitor's last formal engagement in Australia. If the Publications Standing Committee is interested, the Chair may approach the visitor directly for a contribution to *Microbiology Australia*.