

The Society of Editors (Victoria) Inc. Constitution

1 Name

- 1.1 The name of the society shall be The Society of Editors (Victoria) Incorporated, hereinafter called the Society.

2 Objects

- 2.1 The objects of the Society shall be:
- (a) to promote contacts between its members;
 - (b) to promote the exchange of ideas and the dissemination of information on matters of professional interest;
 - (c) to assist in establishing and maintaining high standards of editing;
 - (d) to establish and maintain liaison with other organisations in all matters affecting editors as a group.

3 Membership

- 3.1 Full membership shall be open to anyone who has qualifications in editing acceptable to the Committee and who has been engaged professionally in any aspect of editing for publication for at least one year full-time or equivalent, or to anyone who has been engaged professionally in editing for publication for at least two years full-time or equivalent in the opinion of the Committee. Each application for full membership must be supported by two referees who are themselves full members of the Society or otherwise acceptable to the Committee.
- 3.2 Associate membership shall be open to any interested person. Associate members shall not have the right to vote or to take office in the Society.
- 3.3 Membership is at all times at the discretion of the Committee, and shall become operative on payment of the appropriate subscription.
- 3.4 Subscription fees payable shall be determined by the Committee and shall only be varied at the beginning of any financial year.
- 3.5 New members joining the Society after 1 January shall be eligible for membership rights on payment of half the prescribed fee for that year.
- 3.6 Members whose subscriptions are three months in arrears are deemed to have resigned.
- 3.7 Members living outside a 50-kilometre radius of the GPO, Melbourne, shall be entitled to a discount on their subscription at the discretion of the Committee.

- 3.8 Subscriptions shall be payable in advance and shall fall due on 1 July.

- 3.9 The Membership Secretary shall maintain a register of members in which shall be entered the full name, address, Full or Associate membership status, and date of entry of the name of each member, and the register shall be available for inspection by members on request.

- 3.10 Any member who has given substantial service to editing in Australia or in promoting the aims of the Society may be granted honorary life membership of the Society, subject to the following procedures:

- (a) candidates shall be nominated and seconded by two financial full members of the Society, such nominations to be in writing and to include a statement on the eligibility of the nominee for this honour;
- (b) nominations are to be submitted to the Committee at least thirty days before the Annual General Meeting, and the granting of honorary life membership shall be entirely at the discretion of the Committee;
- (c) the names of new honorary life members shall be announced by the outgoing President at the Annual General Meeting, and their citations shall be read, and these names and citations shall be published in the next edition of the *Newsletter*.

- 3.11 An honorary life member shall be entitled to all the privileges of a full member, but without the payment of membership fees, but in all other respects shall be subject to the rules of the Society.

4 Committee

- 4.1 The business of the Society shall be carried on by a Committee elected by a simple majority at an Annual General Meeting. The quorum for such a meeting shall be ten members.
- 4.2 The Committee shall consist of at least five persons, who must be financial full members of the Society.
- 4.3 The President shall be elected as such, and shall not hold office for more than two consecutive years.
- 4.4 The Committee shall distribute among themselves the offices of Treasurer,

Correspondence Secretary, Public Officer and such other offices as are considered necessary. The duties of each office may be varied to suit current needs, by agreement of the Committee.

- 4.5 Nominations for the office of President will be received from members by the Correspondence Secretary. Members will be notified of nominations at least one week before the AGM. The closing date will be set by the Committee from year to year. Elections will take place at the AGM.
- 4.6 Postal votes for candidates for the office of President will be accepted if received by the Correspondence Secretary by 5 p.m. on the last business day before the AGM. Election will take place at the AGM.
- 4.7 Nominations to the Committee, apart from the position of President, may be made at the AGM. The Committee may co-opt additional members as necessary.
- 4.8 Each officer of the Society and general member of the Committee shall hold office until the Annual General Meeting next after the date of his or her election to the Committee, but is eligible for re-election.
- 4.9 A simple majority of the Committee shall constitute a quorum for Committee meetings.
- 4.10 Casual vacancies in any of the offices shall be filled by invitation of the Committee and persons filling such vacancies shall hold office until the following Annual General Meeting.
- 4.11 The office of an officer of the Society or of an ordinary member of the Committee shall become vacant if the officer or member ceases to be a member of the Society, resigns or becomes bankrupt.

5 Funds

- 5.1 The funds of the Society shall be derived from entrance fees, annual subscriptions, donations and other sources as the Committee determines.
- 5.2 The Society is not carried on for the purpose of profit or gain of its individual members and the income and property of the Society wheresoever derived shall be applied solely towards the promotion of the objects of the Society as set forth in the constitution; and no portion thereof shall be paid or transferred directly or indirectly as dividends, bonuses or otherwise howsoever by way of profit to any past or present member 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 in return for any service actually rendered to the Society.

- 5.3 If upon winding up or dissolution of the Society there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members of the Society, but shall be given or transferred to some other fund, authority or institution having objects similar to this Society and which shall prohibit distribution of its or their income and property among its or their members.

6 Amendments

- 6.1 This constitution and the statement of purposes of the Society shall not be altered except in accordance with the *Associations Incorporation Act 1981 (Vic.)*.

7 Meetings

- 7.1 General Meetings
The Society shall hold general meetings, including an Annual General Meeting, at least six times a year.
- 7.2 Special Meetings
Special meetings shall be called on fourteen days notice on the decision of the Committee or at the written request of at least ten members.
- 7.3 Annual General Meeting
An Annual General Meeting shall be held at least once every calendar year not later than the last day of August.
- 7.4 Notices of meetings may be forwarded to members by prepaid post or by e-mail or published in the Newsletter immediately preceding the date of the meeting.
- 7.5 Quorum
A quorum for general, special and Annual General Meetings shall be ten.
- 7.6 Upon a question arising at a general meeting or special meeting a member shall have one vote only, which may be given personally or by proxy, provided that in the latter case notice of such proxy has been lodged with the Correspondence Secretary before the meeting.

8 Finance

- 8.1 A bank account shall be opened in the name of the Society. Cheques shall be signed by any two of the President, Treasurer and Public Officer.
- 8.2 The financial year shall end on 30 June.
- 8.3 A statement of the Society's account balances and all financial activity shall be presented to the Annual General Meeting.

9 Seal

- 9.1 The Common Seal of the Society shall be kept in the custody of the Public Officer.
- 9.2 The Common Seal shall not be affixed to any instrument except by authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of any two of the President, Treasurer and Public Officer.

10 Custody and inspection of records

- 10.1 All financial documents and securities shall be kept in the custody of the Treasurer. All other documents shall be kept in the custody of the Public Officer. All books, documents and securities shall be made available for inspection by members on request.

11 Publication of the constitution

- 11.1 This constitution, as last amended, shall be published on the Society's website and available for download, and shall be made available to all members.

Accompanying note (not part of the constitution)

Members are advise that this constitution should be read in conjunction with Schedule 5 of the Associations Incorporation Act 1981 (Model Rules).