

CONSTITUTION
OF THE AUSTRALASIAN ASSOCIATION OF WRITING PROGRAMS

1. The name of the Association is THE AUSTRALASIAN ASSOCIATION OF WRITING PROGRAMS. (“THE ASSOCIATION”).
2. The objects for which the Association is established are
 - i. To provide a forum for discussion and publication of matters of professional interest to researchers and teachers of Writing in tertiary educational and other settings.
 - ii. To advance teaching and research in the field of Writing in Australasia, including leadership, policy initiatives, lobbying and profile raising, community engagement and fostering linkages with other key peak bodies in the creative arts.
 - iii. To promote Australasian writing, especially the writing and research of teachers and students of Australasian Writing courses.
 - iv. To represent publicly the interests of the Association.
 - v. To do all things necessary to enable the Association to operate effectively.
3. The Association shall be non-sectarian and non-party-political.
4. The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set out in this document and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Association, except that nothing shall prevent the remuneration of expenses properly incurred by a member on behalf of the Association.
5. The liability of the members is limited.
6. The financial year of the Association shall be 1st July to 30th June in the succeeding year.
7. If on the winding up or dissolution of the Association there remains after payment of all debts any property whatsoever, it shall not be paid or distributed among the members but shall be given or transferred to some other institution having objects similar to the objects of the Association, and the same provisions preventing distribution among its members.

MEMBERSHIP

8. The Members of the Association shall be persons professionally involved in research and/or teaching within the discipline of Writing, or adult students of Writing programs or self-identified writers who are graduates of reputable writing programs in Australasia or elsewhere.
9. An applicant for Membership shall apply to the Committee of Management, in the manner prescribed by the Committee.
10. Every Member shall pay an annual subscription, the amount of which shall be determined from time to time by the Committee of Management.

i members may request to post news and other items of interest on the Association's website as needed.

ii non-members and external organisations with interest in Writing and Writing Programs may request to post news and other items on the Association's website as needed for the flat rate of \$70 per item. This fee is to be contributed to the Association via the 'Donate' page on the website.

11. The membership of any person may be terminated by a resolution of the Society in a General Meeting, or by the Committee of Management subject to ratification at a General Meeting. The membership of any person may be terminated only on the grounds of gross professional misconduct detrimental to the Association.

Prior to the termination of the membership of any person, they shall be entitled to:

- (i) receive a statement from the Committee of Management stating the nature and occasion of the conduct the basis for termination of membership; and
- (ii) appear, produce evidence and speak at any meeting of the Committee of Management or General Meeting that is considering a resolution for the Termination of membership.

COMMITTEE OF MANAGEMENT

12. There shall be a Committee of Management ("The Committee") of no fewer than eight and no more than 12 elected members, who may co-opt further members to hold office to make specific contributions to the working of the Association until the next Annual General Meeting. Election shall be by secret ballot, with nominations for elections distributed to the general membership at least six weeks prior to the election.
13. Members of the Committee shall be appointed by election at the Annual General Meeting of the annual Conference of the Association, or failing that, at any General Meeting convened instead by the Committee at an interval of a

year from the previous election, and notified to all Members two months in advance.

14. At the time of election up to three people representing the host organisation of the next conference will be seconded to the Committee for that year.
15. The Members of the Committee shall elect from among their number a Chairperson, a Deputy Chairperson, a Public Officer, and a Treasurer.
16. Each member of the Committee will take responsibility for at least one Association portfolio. The names and number of these portfolios are to be determined by the Committee from time to time in the course of its business.
17. The Committee may establish sub-committees for the management and promotion of the Association's interests.
16. The Committee may if a vacancy occurs appoint as a Member of the Committee one further Member (besides co-opted Members). Such a Member of the Committee shall hold office until the next Annual General Meeting of the Association.
17. The management of the business and the control of the finances and affairs of the Association shall be vested in the Committee.
18. The Committee shall have power to make, alter and repeal from time to time all such regulations as it may think fit for the proper conduct and management of the Association subject only to the Constitution of the Association and policy resolutions of the Annual General Meeting.
19. The Committee shall confer, between conferences, wherever possible by e-mail and facsimile, on the initiative of any of its members. The hosts of the next annual conference shall keep the Committee informed with monthly bulletins of progress in planning and realisation of the conference. The body of Members shall receive bulletins on the initiative of (i) the Chair, in conference with the Committee; and (ii) with the agreement of the Chair, in conference with the Committee, by the hosts of the next conference, as Calls for Papers and Registrations details.
20. The Committee shall cause proper accounting and other records to be kept and shall present Income and Expenditure Account and Balance Sheet. The Committee shall take out Public Liability insurance and shall conform to the regulations concerning non-profit organisations in the State in which it is registered. The financial records shall be open to inspection upon request by a Member.
21. The Committee shall open a bank account to deal, as it sees fit, to deal with the finances of the Association and shall nominate signatories to the account which will include the Chair, the Treasurer and one other person.
22. Subscription fees shall not, except on a special decision of the Committee, be used to organise the annual conference but shall be used to further the general aims of the Association.

GENERAL MEETINGS

23. A General Meeting shall consist of no fewer than eight Members representing no fewer than three tertiary institutions assembled on at least two months' notice to make decisions or conduct elections strictly according to the Agenda of matters notified four weeks before the date of the General Meeting.
24. Notice of a General Meeting of the Association shall normally be made at least two months prior to its date.
25. The Committee may convene an extraordinary General Meeting of the members of the Association if when and where it shall think it desirable to do so or if so directed by the Chair.
26. Members may by proxy attend and vote at General Meetings. Proxy votes shall be delivered into the hands of the Chair five days before the General Meeting and shall be signed by the Member appointing the proxy, and by the person agreeing to exercise the proxy vote.
27. No person shall be entitled to vote at any General Meeting (in person or by proxy) or at any Committee Meeting or to be elected to the Committee unless they have paid the subscription for the current financial year.