

**ASSOCIATION OF  
NEUROPHYSIOLOGICAL  
TECHNOLOGISTS OF AUSTRALIA INC.**



**CONSTITUTION & BY-LAWS  
2019**  
*(Incorporated in Western Australia)*

**AND**

**GUIDELINES**

**2019**

**ASSOCIATION OF  
NEUROPHYSIOLOGICAL  
TECHNOLOGISTS OF AUSTRALIA INC.**



**CONSTITUTION  
&  
BY-LAWS**

**2019**

***(Incorporated in Western Australia under the Associations  
Incorporation Act 2015)***

Document Number:  
(Job Number 1760493)  
Lodged on: 18<sup>th</sup> November 2019  
Effective:  
Department of Mines, Industry Regulation and Safety  
Government of Western Australia.

## **1. NAME**

The name of the Association formed under this constitution is the "ASSOCIATION OF NEUROPHYSIOLOGICAL TECHNOLOGISTS OF AUSTRALIA INC." hereinafter called "THE ASSOCIATION".

## **2. OFFICES**

**2.1** The general Office of the Association, to which all correspondence should be sent, shall be:

The Honorary Secretary.

**2.2** The address of the Honorary Secretary will be notified to the Members on the Official Association Website.

## **3. OBJECTS**

The objects of the Association shall be:

**3.1** To ensure that a system of training exists for Neurophysiology Technologists.

**3.2** To establish and/or maintain standards of Neurophysiological techniques and to seek recognition by employers of the said standards set by the Association, provided that these activities do not in any way cause the Association to act as a Trade Union.

**3.3** To determine qualification for membership of the Association.

- 3.4 To provide and maintain a forum for the exchange of opinions, ideas and information relating to the work, activities and interests of Members of the Association.
- 3.5 To facilitate effective cooperation and interchange of opinions, ideas and information between Members of the Association and those of other medical and paramedical services both in Australia and throughout the world.
- 3.6 To maintain Membership of the International Organisation of Societies for Electrophysiological Technology (OSET).
- 3.7 To advance public knowledge of Clinical Neurophysiological Measurement techniques and related investigations.
- 3.8 To promote meetings, conferences and conventions of persons or bodies whose deliberations may be of benefit to the Members of the Association and to effect the collection and dissemination of useful professional information.
- 3.9 To prepare, edit, publish or cooperate in the publishing of papers, books, Journals or other publications on subjects dealing with or allied to the profession of Neurophysiological measurement and to provide opportunities and facilities for the reading of papers and the delivering of lectures.
- 3.10 To improve and maintain a high standard of knowledge and honourable conduct, adhering to the Code of Professional Conduct as outlined in the Guidelines of the Association.
- 3.11 To maintain funds for carrying out the objectives of the Association.
- 3.12 To accept or reject any gifts of money, property or goods.
- 3.13 To draw, accept and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments in the interests of the Association.
- 3.15 To affect all such insurances as may be necessary or desirable for the purpose of indemnifying the Association or its servants or agents, against any loss, damage or injury, including director's liability.
- 3.16 Encourage the continued education of Members.

## **4. STRUCTURE**

### **4.1 Council**

- 4.1.1 The Council shall be the governing body of the Association. It shall comprise of The President, Honorary Secretary, Treasurer, Registrar, Education Representative, OSET Representative and other Executive positions as required.
- 4.1.2 If an Executive Member does not perform adequately in his/her post within three (3) months, the President must notify that Executive Member and seek a replacement Executive Member within four (4) weeks.

- 4.1.3** If an Executive Member is unable to function in that position for his/her full term of Office, the Council must endeavour to elect a replacement within four (4) weeks, to complete the term of Office. The President or Registrar can be called upon to fulfil the functions of the vacant position for a period of four (4) weeks until a replacement is appointed.
- 4.1.4** The term of Office for any position on the Council (except OSET Representative) is for one (1) year beginning and ending four (4) weeks after the close of the National AGM. A Member may renominate to remain on the Executive Council, however their nomination will only be considered if no other suitable nominations are received for that position. A Member may remain on the Executive Council for no more than three (3) consecutive years. Wherever possible terms should be staggered to ensure there are at least two experienced Executive Council members remaining in office for any given changeover.
- 4.1.5** After an interval of at least one (1) year, a Member may again be elected to the Council.
- 4.1.6** The Organisation of Societies for Electrophysiological Technology (OSET) shall be represented at Council Meetings by the OSET Representative of the Association. The term of Office for the OSET Representative is four (4) years to incorporate the OSET Congress. The term ends four (4) weeks after the close of the National AGM immediately following an OSET Congress {every four (4) years}.
- 4.1.7** The Council may set up Committees and Subcommittees as required to expedite the conduct of business relevant to the National Association. Each such Committee or Subcommittee shall include an Executive Council Member of the Association.
- 4.1.8** The Council may from time to time elect a Patron for such a period of time as the Council may determine, a person not otherwise qualified for membership. Patronship shall be granted only to a person who shall be deemed by the Council to be of service to the Association. Such a Patron shall not be entitled to vote as a Member or be liable for membership fees and shall have no right to share in the assets of the Association on winding. He/She shall be entitled to a notice of all General Meetings of the Association. Such Patronage may be discontinued at any time at the discretion of the Council.
- 4.1.9** A Vote of No Confidence in the Executive of the Association can be made by any Council Member at any time following the procedures outlined in the Guidelines.
- 4.2 Past Secretary**
- 4.2.1** On completion of their term of office, the Honorary Secretary will become Past Secretary. Their term of office is for one (1) year beginning immediately following their vacation of the Honorary Secretary position. They will act in an advisory capacity to the Incoming Honorary Secretary and Executive and will not have voting rights on the Executive Council.

If the Past Secretary is unable to function in that position for his/her full term of Office, their replacement should be a Member with recent past Executive Experience.

## **5. MEMBERSHIP**

### **5.1 Full Member**

Any person working in the field of Clinical Neurophysiology within Australia who has a Bachelor of Medical/Biomedical Science with major components of human anatomy and physiology (or equivalent). They must be working towards gaining practical competence in at least Electroencephalography. This level is only available for a two year period, after which the requirements of Accredited Membership must be filled or the Member will automatically move to Associate Membership status.

Any Member who has been accepted as a 'Full Member' prior to 2017 AGM will remain a 'Full Member' for as long as they remain financial in the Association or until they are eligible for Accredited Membership.

### **5.2 Accredited Member**

5.2.1 An Accredited member must hold a minimum Bachelor of Medical/ Biomedical Science with major components of human anatomy and physiology (or equivalent). They must have at least one (1) year practical experience and achieved a practical level of competence deemed acceptable by ANTA Inc. including Performing EEG Competence. They must maintain ANTA Inc. Continued Professional Development (CPD) Those unable or unwilling to comply with CPD will remain as Full Membership

SEE GRAND PARENT CLAUSE for non BSc Holders with more than 5 years Experience.

5.2.2 Accredited Member Grandparent Clause  
As at midnight on the 18<sup>th</sup> August 2017 Current members who hold Practical Competence for one or more Clinical Neurophysiological tests included in the ANTA Inc Competence Statements deemed acceptable by ANTA Inc. including at least Performing EEG competence but DO NOT have a Bachelor of Science will be accepted as an Accredited member.

### **5.3 Honorary Member**

Honorary Membership may be conferred on persons distinguished in the field of Neurophysiological Measurement whom the Association desires for services in connection therein.

### **5.4 Associate Member**

Any member working in the field that does not hold the minimum qualifications required for Full Membership. This is the usual grade for those working in allied health areas and in the field of Neurophysiological Measurement outside Australia.

Associate Members may be, at the discretion of the Association, persons who are interested in furthering the aims and objects of the Association and who wish to receive the literature and attend the meetings of the Association. This shall include Company Representatives.

- 5.5** Only Full, Accredited and Honorary Members shall have voting rights and be eligible for election to the Executive Council of the Association.

Any Member who has been accepted as an 'Accredited Member' prior to 2008 AGM will remain an 'Accredited Member' for as long as they remain financial in the Association

- 5.6** Application for admission to membership shall be made in writing, using the appropriate form and shall include evidence of employment and qualifications where necessary. Application for membership shall be made to the Registrar. Subscriptions are payable on acceptance of application.

- 5.7** Council has at all times the right to grant or to refuse admission to any grade of membership.

- 5.8** Any Member may resign his/her membership by tendering written notice to the Registrar and shall come to effect 28 days after receipt of the written notice. He/she is not eligible for a refund of subscriptions.

- 5.9** Persons who have ceased to be Members may rejoin the Association through re-application for membership and payment of the subscription fees, subject to the eligibility as defined in this Constitution.

- 5.10** The Council has the power of expulsion of any Member who is guilty of such conduct that is deemed unethical or detrimental to the Association or the profession. Such conduct will be deemed a breach of the Code of Professional Conduct and will be managed according to the procedures outlined in the Guidelines.

- 5.11** It is the duty of all Members to read this Constitution and abide by the same.

- 5.12** A Register of Members of the Association shall be kept and is to be made available for inspection at all times, at the discretion of the Council.

- 5.13** The grade of membership of each Member shall remain unchanged from that initial admission to the Association unless:

- i) application is made by the Member to a higher grade of membership and is granted, or
- ii) information initially supplied by the Member proves incorrect such that a change of grade becomes necessary, or

- iii) Honorary membership is conferred on a distinguished person and approved by Council.

**5.14** An ex-Member seeking to rejoin the Association may not be eligible for the same grade as previously.

## **6. SUBSCRIPTIONS**

**6.1** The subscription rates applicable to any grade of membership shall be defined by the Council. Changes to subscription rates shall not be made without the consent of 75% of the Members voting in person, by Email or Postal Vote at the Annual General Meeting of the Association. Subscription rates are detailed in the Association Guidelines.

**6.2** Subscriptions are payable annually. The first annual subscriptions shall be payable immediately on application of membership. The annual subscription shall be payable on the Member's anniversary date each calendar year. Part subscriptions are not accepted.

**6.3** Each Member is responsible for ensuring subscriptions are paid and Membership remains current.

**6.4** Any Member whose subscriptions do not remain current shall be required to re-join the Association as a new Member. Application for readmission to membership may be made and grade of membership shall be determined by the Constitution and Guidelines in place at the time of readmission.

**6.5** Any Member who resigns is not eligible for a refund of subscriptions.

## **7. MEETINGS**

### **7.1 National Executive Council Meetings**

**7.1.1** It shall be the responsibility of the National President to call Executive Council meetings, which shall be no fewer than three (3) Meetings per calendar year. Meetings may be conducted via Teleconference and shall be paid from the National Account.

**7.1.2** An Executive General Meeting of the Council shall be held within one week prior to the National Annual General Meeting.

**7.1.3** The President or any three (3) Members of the Council may call an Extraordinary General Meeting at any time.

**7.1.4** Meetings shall be chaired by the President or an appointed chairperson.

**7.1.5** A majority of Council Members or their proxy shall constitute a Quorum. Each Member of the Council or their proxy shall have one vote.

**7.1.6** It is the duty of the Council to consider and administer the affairs of the Association in accordance with the Constitution and By-Laws and the policies



laid down by the Association. It shall report all matters of interest of the Association and shall consider the opinions of all Members. It shall appoint Committees and Subcommittees as may be deemed necessary.

- 7.1.7** The Council shall prepare reports of Association affairs for presentation at the National Annual General Meeting. If such are necessary it shall prepare recommendations for changes to the Constitution or annual subscription rates to be voted on at the National Annual General Meeting.

## **7.2 Annual General Meeting**

- 7.2.1** A General Meeting of the Association shall be held once every calendar year and shall be the regular business meeting of the Association. It shall be called the National Annual General Meeting and held within 3 months of the end of the financial year.

- 7.2.2** The National Annual General Meeting shall be a forum for Members to be advised of Council decisions, vote on appropriate matters, hear reports, take part in necessary discussions and suggest future issues.

- 7.2.3** Council may appoint a chairperson to preside over the Annual General Meeting. Such an appointed chairperson may or may not be an Association Member and should remain impartial to the activities of the Meeting.

- 7.2.4** All financial Full, Accredited and Honorary Members shall have one vote for appropriate matter such as subscription rates and changes to the Constitution, as recommended by Council.

- 7.2.5** An Extraordinary General Meeting may be called at any time by the President or any three (3) Members of the Council, or on request of the majority of Members.

- 7.2.6** One quarter of financial Members with voting rights shall constitute a Quorum of any National General Meeting or Extraordinary General Meeting of the Association.

- 7.2.7** A new term of Office begins four (4) weeks after the close of the National AGM. *Note this is a different time frame to the financial year (1st July to 30<sup>th</sup> June).*

## **8. FINANCE**

- 8.1** The funds of the Association shall be used for any purpose, which in the opinion of Council furthers the objects of the Association.

- 8.2** No portion of the income or property shall be paid, transferred or distributed directly or indirectly to Members of the Association, provided that nothing shall prevent that payment in good faith of remuneration to any officer or employee of the Association or to any person other than a Member in return for services rendered to the Association, at the discretion of the Council.

## **8.3 Accounts of the Association**

- 8.3.1** Financial year of the Association shall be from the first (1st) July to the thirtieth (30th) June each year. *Note that the term of Office for a Council or Committee Member ends four (4) weeks after the close of the National AGM.*
- 8.3.2** A Certified Practising Accountant (CPA) and Auditor shall audit the accounts of the Association prior to the National Annual General Meeting. A copy of the audit shall be sent directly to the National President and submitted to the National Annual General Meeting. A CPA Auditor shall be appointed by Executive Council Members.
- 8.3.3** The accounts of the Association should be maintained in the form of an electronic register.
- 8.3.4** All monies of the Association should be maintained in a cheque account with a minimum of any two of three signatories to authorize cheques and withdrawals. Signatories must be current National Executive Council Members. The signatories should include the President and Treasurer of the Association.
- 8.3.5** Applications by Council Members for petty cash or a float from the National Account should be made in writing to the Treasurer, with approval sought by the National Accounts.
- 8.4** If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

## **9. COMMON SEAL**

- 9.1** The Common Seal of the Association engraved upon with the name of the Association shall be kept in the care of the President.
- 9.2** The Seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the presence of the President and two members of the Council, both of whom shall subscribe their names as witnesses.

## **10. INSIGNIA OF THE ASSOCIATION**

- 10.1** Every Full, Accredited and Honorary Member shall be entitled to an Insignia of the Association upon payment of such fee as the Council may from time to time prescribe.
- 10.2** Insignia of the Association shall remain the property of the Association and shall be held by the Registrar.

- 10.3** A Member shall not make or cause to be made any reproduction, copy or imitation of any document or insignia issued by the Association.

## **11. PUBLICATIONS**

### **11.1 Constitution and Guidelines**

- 11.1.1** One copy of the Constitution and Guidelines (being correct at the time of printing) shall be mailed to Members on being accepted by the Registrar or Council as a Full, Accredited, Associate or Honorary Member. Thereafter the Constitution and Guidelines, inclusive of any amendments, will be available on the Association's Website.

### **11.2 Website**

- 11.2.1** Expenditure pertaining to the Website shall be paid for from the National Account.

## **12. COMMITTEES AND SUB-COMMITTEES**

- 12.1** Committees and Sub-committees shall consist of not less than three (3) Members which when set up for National business shall include an Executive Member of the Association.

- 12.2** The Chairman of each Committee shall keep a written record of the work of the Committee and its expenditures. These records shall be available on demand by the Council. When duties of a Committee cease all records shall be passed on to the Honorary Secretary of the Association.

## **13. AMENDMENTS**

- 13.1** This Constitution may be amended by special resolution at a National Annual General Meeting or at an Extraordinary General Meeting provided that:

- i) The changes are recommended by Council.
- ii) 75% of Members eligible to vote have returned a vote in favour of the amendment.
- iii) A legal Quorum (25%) of Members of the Association has been represented in person or through returned Email or Postal Votes.
- iii) Where Email or Postal Voting is used members are permitted 21 days to return their vote.

iv) Voting must be undertaken in accordance with the procedures outlined in the Guidelines of the Association.

**13.2** Amendments shall carry when agreed to by 75% of the Members voting (present or by postal vote) at the National AGM or Extraordinary General Meeting.

**13.3** The Constitution and By-Laws of the Association should be updated by the Honorary Secretary after the National AGM. Amendments must be sent to the Incorporating Body for Registration within 21 days of the AGM.

**13.4** Amendments may be made to the Guidelines of the Association as decided by the Council after consultation and feedback from Members.

## **14. FORMS OF VOTING**

**14 i)** Members must be given the option of voting in Person, by Email or by Postal Voting at the Annual General Meetings and Extraordinary General Meetings called by the Executive Council.

ii) Electronic Voting may be undertaken through Email, The Association's Website and / or Electronic Surveys.

iii) Each Full, Accredited or Honorary Member of the Association shall be entitled to one vote using eVoting procedures.

## **15. DISSOLUTION**

The Association may be dissolved on a special resolution of three-quarters of its Members.

## **CONSTITUTION & BY-LAWS**

Original Constitution 1984, Incorporated in WA.

New draft by Thelma Leonard et al., 1991

Amended drafts 1993, 1994

Amended draft accepted 1994, 1995 (Incorporated in WA by Special Resolution 1995)

Amended by Subcommittee 1998, Linda Welsh (Chairperson, Qld), Angela Do (Tas), Helen Birds (W.A.), Doreen Smith (NSW), Martine Welfare (S.A.).

Amended by Executive Council 2004, Carmel Mitchell, President (SA); Jayne Hulbert, Vice President/Registrar (QLD); Linda Palumbo-Clark, Honorary Secretary/Treasurer (WA); Angela Borbelj, Education Representative (NSW); and Pauline Gregory, OSET Representative (WA). {Incorporated in WA by Special Resolution 2004}

Amended by the Executive Council 2007, Jennifer Stowell, President (WA), Paul Weston Vice President/Registrar (SA); Vicky Clark, Honorary Secretary/Treasurer (QLD); Angela Borbelj, (NSW).

Amended by the Executive Council 2008, Jane Richmond, President (QLD); Paul Weston, Vice President/Registrar (SA); Jennifer Stowell, Secretary (WA); Anna Exley, Treasurer (NSW); Angela Borbelj, Education/OSET Representative (NSW).

Amended by the Executive Council 2009, Justin Stent, President / Registrar; Stephanie Brooks, Honorary Secretary; Anna Exley, Treasurer; Angela Borbelj, Education/OSET Representative.

Amended by the Executive Council 2010, Justin Stent, President / Registrar; Stephanie Brooks, Honorary Secretary; Anna Exley, Treasurer; Angela Borbelj, Education/OSET Representative.

Amended by the Executive Council 2011, Stephanie Brooks, President/Registrar; Kimitra Walker, Honorary Secretary; Kate Martin, Treasurer; Angela Borbelj, Education/OSET Representative.

Amended by the Executive Council 2013, Vicky Grant, President; Joanne Wex, Registrar; Kimitra Walker, Honorary Secretary; Kate Martin, Treasurer; Joanne Wex (acting) Education Representative; Anna Exley, OSET Representative.

Amended by the Executive Council 2014, Vicky Grant, President; Joanne Wex, Registrar; Jennifer Stowell, Honorary Secretary; Angela Borbelj, Treasurer; Alison Szekely, Education Representative; Anna Exley, OSET Representative.

Amended by the Executive Council 2015, Anna Exley, President; Stephanie Gill, Registrar; Jennifer Stowell, Honorary Secretary; Angela Borbelj, Treasurer; Samantha Soe, Education Representative; Anna Exley, OSET Representative.

Amended by the Executive Council 2017, Reena Rampersad, President; Amy Waters, Registrar; Anna Exley, Honorary Secretary; Christina Mitovic, Treasurer; Samantha Soe, Education Representative; Sharon Coward, OSET Representative.

Amended by the Executive Council 2019, Jennifer Stowell, President; Jennifer Stowell/Stephanie Gill, Registrar; Stephanie Gill, Honorary Secretary; Kate Burges, Treasurer; Anna Exley, Education Representative; Sharon Coward, OSET Representative.

**ASSOCIATION OF  
NEUROPHYSIOLOGICAL  
TECHNOLOGISTS OF AUSTRALIA INC.**



# **GUIDELINES**

**2019**

# **GUIDELINES**

**2019**

*Draft by Thelma Leonard et al 1991.*

*Amended draft 1993, 1994.*

*Amended draft accepted 1994, 1995.*

*Amended draft 1998.*

*Amended draft accepted 2000.*

*Amended draft 2004.*

*Amendment draft accepted 2007.*

*Amended draft accepted 2008.*

*Amended draft accepted 2009.*

*Amended draft accepted 2010.*

*Amended draft accepted 2011.*

*Amended draft accepted 2012.*

*Amended draft accepted 2013.*

*Amended draft accepted 2014.*

*Amended draft accepted 2015.*

*Amended draft accepted 2017*

*Amended draft accepted 2019*



## **1. PURPOSE**

These Guidelines are compiled:

1. To provide a working structure for Council.
2. To inform Members of the working structure of the Association.
3. To outline the philosophy of some of the clauses of the Constitution.
4. To ease the transition of changes of Office Bearers.

{References to sections of the Constitution are always in brackets and denoted in the following manner: eg. (Cons.7.COUNCIL)}.

## **2. AMENDMENTS**

Amendments to the Guidelines may be proposed by a Member of the Council, indicating the reasons for suggestion and outlining the merits. A letter should be sent to the President and a copy to the Honorary Secretary. Provisional recommendations shall be forwarded to Members for endorsement. If the changes are endorsed they will then be accepted by a majority vote at the following Council meeting.

Amendments to the Constitution must be voted on at a National Annual General Meeting (hereinafter called National AGM) or an Extraordinary General Meeting (hereinafter called EGM). The procedure should be:

- a) Amendments can be proposed in principle by a Full, Accredited or Honorary Member of the Association and included in the Agenda of the Executive Council Meeting.
- b) Council will decide the exact wording of the amendment, in keeping with the original proposal. This is circulated to all financial Members at least eight (8) weeks prior to the next National AGM or scheduled EGM, in keeping with Postal Voting procedures, in the form of a special resolution, along with notice convening the meeting. Proposed amendments will be distributed to Members and posted on the Google Forum for Members to discuss and provide any suggested changes. Following the discussion period, motions will be amended and redistributed to Members, if required, prior to the voting period commencing. Once the voting period has commenced, no changes to the special resolution will be permitted. The special resolution is moved and voted at the National AGM or EGM. To be accepted it must have passed not less than  $\frac{3}{4}$  (75%) of the Members of the Association voting, who have voting rights and who are present at the National AGM or have returned the Postal Vote prior to the National AGM or the EGM.
- c) In the event that the National AGM or the Extraordinary General Meeting are held via teleconference, Members may only vote via Postal Vote. Voting cannot be made in person at the teleconference.
- d) Changes to the Constitution should be lodged with the Commissioner at the Office of Fair Trading, Perth, Western Australia within one month of passing the special resolution to amend the Constitution.

### **3. OBJECTS**

All matters and decisions relating to the Association must ensure the objectives of the Association (Cons.3.OBJECTS) are adhered to.

### **4. STRUCTURE**

#### **4.a) Council**

The Executive Council shall consist of The President, Honorary Secretary, Treasurer, Registrar, Education Representative, OSET Representative and other Executive positions as required. The Executive positions are elected by Postal Vote following nominations by Members. Should there be a tied vote, the Executive Council will determine the successful nominee.

In the event that any Executive Council positions are not filled, the Executive Council will merge positions as deemed most suitable for the running of the Association. The minimum number of Executive Council Members is four (4). (Cons.4.Structure:4.1.1).

If an Executive Member is unable to function in that position for his/her full term of office, Council must elect a replacement within a period of four (4) weeks, to complete the term of Office. The President or Registrar can be called upon to fulfil the functions of the vacated position during the four (4) week period (Cons.4.STRUCTURE:4.1.3).

Wherever possible, the Executive Council should be composed of at least one Member from each state/territory which ANTA seeks to represent. Executive Council members should have a minimum of twelve (12) months experience as ANTA Members prior to nominating for the Council – this may be waived in exceptional circumstances.

### **5. TERM OF OFFICE**

The term of office is for three (3) consecutive years, except for the OSET Representative - which is four (4) years. (Cons.4.STRUCTURE:4.1.4).

After holding a position for one term of office, an Executive Member may re-nominate to remain on the Executive Council, however their nomination will only be considered if no suitable nominations are received for that position. The position should be held by the person most suitable for the position. Incoming positions should be staggered where possible to ensure continuity.

After an interval of at least one (1) year, a particular Executive position may again be held by a Member who had held it previously (Cons.4.STRUCTURE:4.1.5).

{This arrangement serves to give Members equal responsibility in the running of and the decisions of the Association. There is also sufficient overlap of Members re-elected to various Council positions to ensure continuity in the running of the Association.}

## **6. MEMBERSHIP**

Membership application shall be made via the Association's website. Membership fees should be collected on acceptance. Each new application shall be checked by the Registrar and if acceptable, endorsed by both the President and the Registrar of the Association. In the event that an Executive Councillor fulfils both these positions, the application shall be endorsed by both the President and Honorary Secretary.

The application should be accompanied by a copy of the applicant's relevant qualifications and proof of employment within the field of Clinical Neurophysiology, if applying for Full or Accredited Membership. The Registrar recommends the most appropriate grade of membership in consultation with the President and Honorary Secretary.

If agreement is easily reached then membership would become effective immediately. If the appropriate grade of membership is unclear then the decision is held over until the following National Executive Council meeting. The Registrar will email (or mail) the accepted Member a copy of the Constitution and Guidelines.

Any Member who has been accepted a a 'Full Member' prior to 2017 AGM will remain a 'Full Member' for as long as they remain financial in the Association or until they are eligible for Accredited Membership.

Any Member who has been accepted as an 'Accredited Member' under the Grandparent clause 5.2.2 will remain an 'Accredited Member' for as long as they remain financial in the Association and maintain CPD compliance as deemed by the Association.

## **7. POSTAL VOTING PROCEDURES**

Each Full, Accredited and Honorary Member of the Association shall be entitled to one vote either in person at a National AGM, or by postal vote. The correct Postal Voting Form (Form 8) must be used.

The Honorary Secretary shall distribute to all eligible Members the proposed motions listed on the Postal Voting Form 8 at least four (4) weeks prior to the National AGM or the EGM.

The completed Postal Voting Form 8 shall be returned to the Secretary at least one (1) week prior to the National AGM.

## **8. TIMETABLE FOR ELECTIONS AND MEETINGS**

National Executive Members should be prepared to accept the particular Executive position that they are voted into. As they should expect the active support of all Members, no position should be too onerous.

This timetable should provide sufficient time provided that it is adhered to. It is the responsibility of the Honorary Secretary to ensure that it works efficiently.

**Fourteen (14) weeks prior to National AGM:** Members should forward suggested items for discussion by the Executive Council to the Honorary Secretary.

Copies of FORM 1 should be sent to all voting Members by the Honorary Secretary. Any Members wishing to nominate for an Executive Council position must return the signed form, along with a brief biography in support of their nomination. Candidates for office can thereby be proposed. The willingness of candidates to stand for office must be ascertained.

**Twelve (12) weeks prior to National AGM:** Members should have returned their copies of FORM 1 to the Honorary Secretary.

**Ten (10) weeks prior to National AGM:** The Honorary Secretary must send all Members a preliminary Agenda for the National Executive Council Meeting and National AGM inclusive of proposed Constitution and Guidelines changes and nominations for Executive Council positions. These items should also be placed on the Association Website in the Members Only section.

The Honorary Secretary must send Executive Council position nomination statements to all Members. The Honorary Secretary must send all Members postal voting forms for proposed Constitution and Guidelines changes.

**Six (6) weeks prior to National AGM:** All nominations for Executive Council positions must be returned to the Honorary Secretary. The Honorary Secretary will collate nominations and forward bibliographies of nominees for Executive positions to Members. Two days following, the Honorary Secretary will send postal voting forms for Executive Council positions to all Members.

**Two (2) weeks prior to National AGM:** All postal voting forms for Executive Council positions to be returned to the Honorary Secretary. The Honorary Secretary will collate the votes and forward to the current Executive Council. Any decisions on tied votes will then be made by the Executive Council.

**Within one (1) week prior to National AGM:** National Executive General Meeting of Council must be held.

ANTA Members will vote on nominations for Executive Council positions by postal ballot, prior to the AGM. Votes will be tallied by Honorary Secretary with successful nominees being confirmed at the National Executive General Meeting preceding the AGM and Members will be notified of the outcome during the AGM.

## **9. MEETINGS**

All National meetings are chaired by President or the Treasurer in the absence of the President.

Each voting Member has one (1) vote at National Meetings (excluding National Executive Council meetings).

Each Executive Member or their proxy has one (1) vote at National Executive Council Meetings. In the event that no proxy is available one (1) Executive Council Member can also act as proxy for another. In this situation the member should have two (2) votes, ie, his/her own plus one for the Member for whom he/she is proxy.

One quarter (25%) of financial Members with voting rights shall constitute a quorum of any National Annual General or Extraordinary General Meeting. Motions to change the Constitution are carried by a majority vote of 75% of the quorum. Financial Members with voting rights may vote either while present at the meeting, or by Postal Vote Form 8. In the event that a National AGM or Extraordinary General Meeting is held via teleconference, Members can only vote by submitting the relevant Postal Voting Form. Members cannot vote in person at a teleconference.

A majority of Executive Members or their proxies shall constitute a quorum of any National Executive Council Meeting.

Handover of Executive Council follows four (4) weeks after the close of the National AGM.

### **Agenda of the National Executive Council Meeting (NEM)**

Present

Apologies

1. Review of Previous Minutes
  - 1.1 Corrections to the Previous Minutes
2. Business arising from Previous Minutes
3. Correspondence
  - 3.1 Acceptance of Correspondence
  - 3.2 Business Arising from Correspondence
4. Treasurers Report
5. General Business.
6. Other Business.

Meeting Closed

### **Agenda of the National Executive Council Meeting immediately prior to the AGM**

Present

Apologies

1. Review of Previous Minutes
  - 1.1 Corrections to the Previous Minutes
2. Business arising from Previous Minutes
3. Announce National Executive Positions
4. Executive Member Reports
5. Committee Reports.
6. Correspondence
  - 6.1 Acceptance of Correspondence
  - 6.2 President and Secretary to sign Correspondence Log
  - 6.3 Business Arising from Correspondence
7. Treasurers Report and Auditors Report.
8. Executive Member Travel Expenses.
9. Conference Presentation Matters (Conference Report).
10. Review of Membership Fees.
11. New Membership Applicants.
12. Association Awards (Journal, Achievement, Honorary Membership).
13. Proposed changes to the Constitution.
14. Guideline changes.
15. General Business.
16. Other Business.

Meeting Closed

An Executive Council Meeting should not take longer than 2 1/2 hours if items are discussed adequately and as they arise at previous Executive Meetings.

## **Agenda of the National Annual General Meeting**

Meeting Opened:

Present:

1. Apologies.
  2. Minutes of Previous Meeting.
  3. Business Arising from Previous Meeting.
  4. Correspondence
    - (i) Incoming
    - (ii) Outgoing
  5. Annual Executive Council Members, OSET Representative and Education Representative Reports.
  6. Incoming Executive Council Members.
  7. Sub Committee Reports.
  8. New Members and Resignations.
    - (i) New Members.
    - (ii) Accredited Members.
    - (iii) Resignations.
  9. Association Fees.
  10. Annual Treasurers Report and Auditors Report.
  11. General Business
  12. Proposed changes to the Constitution.
  13. Changes to the Association Guidelines.
  14. Any Other Business.
  15. Annual Awards.
  16. Conference.
- Business Closed  
Meeting Closed.

## **Minutes of the Meetings**

Minutes will be taken at all Executive meetings and at the AGM by the Honorary Secretary, or their proxy. A draft copy of the minutes should be distributed to the Executive Council within 1 week of the meeting to ensure the content is comprehensive and correct.

National Executive Meeting Minutes.

Minutes of the NEM should be distributed to the Executive Members only, no later than 4 weeks after the meeting and should be labelled unendorsed. Advice from Department of Commerce Western Australia recommends NEM minutes are not distributed to the members to ensure sensitive or confidential information is not made public. Relevant and appropriate information from the NEM is distributed to the members by way of the Newsletter.

Minutes of the NEM are endorsed at the following NEM after corrections are made and accepted and the minutes are voted as true and correct. The final endorsed copy of the minutes should be saved in the secretary files as a pdf document.

Annual General Meeting Minutes

Minutes of the AGM should be distributed to the members, in pdf version, no later than 4 weeks after the meeting and should be labelled unendorsed. Minutes of the AGM are endorsed at the following AGM after corrections are made and accepted and the minutes are voted as true and correct. The final endorsed copy of the minutes should be saved in the secretary files as a pdf document, distributed to the members and published on the Members Only section of the Website.

A new term of office begins four (4) weeks following the close of the National AGM, with handover occurring at this time.

See Appendix 1- Calendar of the Association

## **10. FINANCE**

### **Subscriptions:**

2018: 100% National subscription rate: \$100.00

Members are responsible for paying subscriptions via the secure payment portal on the Association website both on acceptance a Member of the Association and subsequent anniversary dates each year.

Reminder emails regarding renewal of membership and payment of subscriptions will be sent to individual Members automatically by the Website each anniversary.

### **10a.) REIMBURSEMENTS**

National Executive Council Members, (with the exception of the OSET Representative (see OSET Representative financial assistance below) or their proxy may be reimbursed up to 100% of expenses, including travel, accommodation and registration, to the National Executive General Meeting of Council and National AGM, expenses may be reimbursed upon written application and production of receipts and provided no alternative funding is received by them. The exact percentage up to 100% shall be decided at the Executive Council Meeting and will depend on the funds available in the Association's accounts

If the Executive Council Member is unable to attend the Council Meeting and unable to appoint a proxy, then no reimbursement will be given, even if the Conference and / or the AGM are attended.

If some funding is received from an alternative source but is less than the percentage received from the Association's funds by other members of the Executive Council, then the difference can be made up from Association funds.

Written applications from any Association Member contributing to the conference by way of poster or presentation will be considered by the Executive Council for reimbursement of registration expenses to attend the National Annual Conference and AGM. Application should be made by submission of Form 7, to the Honorary Secretary, no later than the first (1<sup>st</sup>) week of March. Up to two (2) registration fees will be awarded on merit of application, providing that funds are available. The Executive Council will advise Members of available funding with distribution of Form 7. The Executive Council to approve funding. Members receiving funding to attend the ANTA Conference will be required to attend 80% of the educational component of the Conference, as well as the ANTA AGM, barring unforeseen circumstances.

In the event that an alternative source of funding (i.e. workplace) is limited to registration only a contribution toward accommodation or airfare will be considered to no more than the value of the registration (Early Bird Rate). The applicant must disclose their acceptance of all alternative sources of funding.

The OSET Member (or proxy) shall apply in writing requesting financial assistance, if possible, of travelling expenses (to include airfare, accommodation and registration) to attend the OSET Congress held every four (4) years.

The OSET representative is not eligible for financial assistance for travel and accommodation in order to attend the National Annual Conference and National AGM. The OSET representative is eligible for financial assistance for the registration costs of the National Annual Conference.

### **10b.) FLOATS**

The amount of money for each float shall be decided by the National Executive Council.

The Conference Organising Committee may apply in writing for a \$3000 float to be accessed via the Conference Account. A business plan must accompany the access application and should be forwarded to the Treasurer. Two (2) principal members of the Conference Organising Committee shall be granted access to the Conference Account.

A recommendation should be made by the National President for endorsement. Payment can then be made. Other Members of the National Executive should be informed.

### **10c.) CONFERENCE**

The “float” required for the organisation of the Conference has been discussed in the above section.

A Conference Account is held permanently along with the National Account.

On acceptance of the Conference Organising Committee's application to host the Conference, the Conference Organising Committee will be advised how to gain access to the Conference Account holding the \$3000 float.

Following reconciliation of the Conference Account, all profits, excluding the \$3000 float, must be transferred to the National Account.

The Conference Account must be audited following the finalisation of the debts and credits after the completion of the Conference.

The Treasurer and Honorary Secretary have access to the Conference Account. Any two (2) of the principal members of the Conference Organising Committee will also have access. All payments must be endorsed by the Treasurer.

It is the responsibility of the Conference Organising Committee to keep records of all debits and credits of the Conference Account and correlate these with their own records.

The Conference Organising Committee should apply in writing to the National Executive for a portion of their costs associated with attending the Conference to be waived. The amount, if any, will be up to the discretion of the Executive Council.

### **10d.) EDUCATIONAL EVENTS**



Any Member wishing to organise an Educational Event (other than the Conference) may apply using Form 12 Application to hold an ANTA-Branded Educational Event.

The organiser of the event MUST be a current financial ANTA (Inc) Member. Funding is available to purchase refreshments and speaker gifts for the event (no meals and/or alcohol allowed) up to \$10.00 per attendee, to a total limit of \$200.00. ANTA Inc MUST be clearly acknowledged as a sponsor of the event. Form 12 must be submitted to the Treasurer no later than six (6) weeks prior to the event.

On acceptance of this application, the Member may be entitled to a maximum of \$200.00 for reimbursement of event costs and costs of refreshments.

Following the event, the organising Member may apply for reimbursement of expenses using Form 13 Reimbursement of Educational Event Expenses, attaching associated Tax Receipts for expenses. This must be sent to the Treasurer for processing no later than two (2) weeks after the event. If the Member has not sought prior approval using Form 12, then reimbursement will not be provided.

## **11. CONFERENCE GUIDELINES**

Members interested in hosting the Annual Conference must nominate themselves to the Executive Council in writing, including a business plan. The Nomination must be received prior to 31<sup>st</sup> August, for holding the Conference the following year.

The Executive will reply to the nominees in writing, with either approval or rejection by the 30<sup>th</sup> September.

Once the application is approved by the Executive, the Honorary Secretary will send the Conference Pack and the Conference Book to the Conference Organisers. The Treasurer will arrange for the Conference Organisers to have access to the Conference Account. A float of \$3000 (or of an appropriate sum deemed by the Executive) will be made available which will need to be returned at the end of the conference.

A Conference 'flyer' with the date and venue is to be sent to Members and other prospective delegates. This should be accompanied by Form 9a Master Conference Delegate Invoice and a letter inviting delegates to present a talk or poster at the Conference. Important dates of Early Bird and Standard Registration, as well as Last Call for Abstracts, must be included.

Form 9a showing a PAID balance is sent to delegates following remittance of registration fees.

A Preliminary Conference Program including speakers, poster presentations, and social events should be forwarded to all prospective delegates at the earliest date possible ie when 50% of speaking spots are filled.

Conference Progress Reports are to be submitted to the Executive Council, in writing, before each National Executive Meeting. The Executive will reply in writing to the Conference Organisers regarding any issues and enquiries raised. The Conference Progress Reports will be included in the minutes of the meeting at which they are presented.

Conference Organisers are to document all monies related to the Conference.

On completion of the Conference, the Conference Organisers must submit a Final Report within four (4) weeks of the Conference completion. They must also submit all financial documents to the Treasurer.

On completion of the Conference, the Treasurer will arrange the audit of the Conference Account. The float remains in the Conference Account and any profit must be returned to the National Account.

The Conference Organisers must insert photographs into the Conference Book and forward it to the Honorary Secretary.

The Conference Organisers must place a copy of their business plan and final Conference Report into the Conference Pack and forward it to the Honorary Secretary.

## **12. EDUCATIONAL EVENT GUIDELINES**

The Association encourages Members to organise and host Association-branded educational events and professional development workshops. This does not apply to the Annual Conference.

Association-branded events must further the skills, education and knowledge of the Neurophysiology Technologists. They also allow technologists in the local area to interact and form new connections. Members who wish to hold an Association-branded event must submit Form 12 Application to Hold an ANTA-Branded Event. Form 12 is an application for permission to hold an event, and also an application to apply for funding of the event. Form 12 must be submitted to the Treasurer no later than six (6) weeks prior to the event.

The National Executive may grant funding of \$10.00 per person, to a maximum of \$200.00, to cover expenses related to holding the event, including speakers gifts and refreshments. Meals and alcohol will not be funded.

The National Executive will reply in writing to the organisers granting or rejecting permission, and stating the total amount of funding available. This reply will be sent at least four (4) weeks prior to the proposed date of the event, which allows the Executive a minimum of two (2) weeks in which to discuss the application.

Following the event, the organisers must submit Form 13 Reimbursement of Educational Event Expenses. Form 13 is used to apply for reimbursement of costs of holding an event and costs of refreshments and speaker gifts, for \$10.00 per person, to a maximum of \$200.00 as previously approved by the National Executive. Form 13 must be submitted to the Treasurer no later than two (2) weeks after the event with Tax Receipts for expenses attached. A log of attendees must also be provided along with Form 13.

## **13. PUBLICATIONS**

### **a) Newsletter**

A Newsletter is to be compiled and distributed to members following each National Executive Meeting (NEM) to allow clear communication with all members. The

Newsletter should relay all relevant information discussed at the NEM to the members.

The Newsletter is to be collated by the Newsletter editor with information provided by the Executive. The Newsletter must be approved by the Executive Council prior to distribution to members.

**b) Constitution** - one (1) copy on becoming a Member of the Association. The Constitution and any subsequent amendments are available for viewing on the ANTA Website.

**c) Guidelines** - one (1) copy on becoming a Member of the Association, The Guidelines and any subsequent amendments are available for viewing on the ANTA Website.

{Constitution and Guidelines should be stored on electronic storage device to facilitate the recording of amendments. This is to be held by the National President and Honorary Secretary}.

#### **14. PRESENTATIONS AND AWARDS**

The National Registrar is responsible for organising and purchasing any awards or gifts. Gifts shall not be awarded in cash.

The Journal Contribution Award shall be allocated to the author(s) of the best Journal article. The Executive Council shall determine the winner of the Journal Contribution Award for that year.

#### **Gifts should be purchased for:**

- a) Principal Conference Organisers (3).
- b) Poster Award (sponsored prize).
- c) The ANTA Achievement Award (sponsored prize).
- d) Best Scientific Presentation (sponsored prize).

#### **Timetable for Achievement Award selection:**

##### **Twelve (12) weeks prior to National AGM :**

Nomination Forms (Form 3) should be distributed to Members by the Honorary Secretary. These are then returned to the Registrar.

##### **Ten (10) weeks prior to National AGM :**

Registrar should be in possession of all nominations.

##### **Eight (8) weeks prior to National AGM :**

The names of all those nominated and reasons for nominations should be sent to all Executive Council Members. The names of the nominees should not otherwise be distributed.

##### **Six (6) weeks prior to National AGM :**

Registrar should be in possession of the Executive Council Members' orders of preference. If a Council Member(s) is one of those nominated for the Award then that fact should be noted at the top of that Member's order of preference and will be counted as one vote for that person. {Essentially this would amount to voting for oneself but if not done this way the Executive Council Member(s) would be disadvantaged in the final count.}

If there is no clear winner than the matter should be decided by the Executive Members who have not been nominated or who are not potential winners (at the National Executive General Meeting of Council).

#### **Four (4) weeks prior to National AGM :**

The gift should be purchased by the Registrar and the background of the Award winner researched. The curriculum vitae should be in the possession of the Registrar. It is the responsibility of the Registrar to ensure that a presentation speech and entry for the Conference Book are prepared. The Registrar may prefer not to be the author of the above.

### **15. COMMITTEES**

Matters pertaining to Education or Education providers should be referred to the National Education Representative.

Any Committee that is set up for conducting business of the Association must include a Member of the Executive Council. Executive Members need not play an active role but must be provided with regular updates to be presented at each Council Meeting.

Where geographic constraints curtail active involvement of the National Executive Member(s), adequate progress reports and communication must be made by the local Members of the committee and adequate opportunity for involvement in decision making must be given. Strict records of accounts must be kept. The principal organisers of such events are usually obvious - for the purpose of receiving gifts.

It is the responsibility of the National Executive Members of Committees to ensure that other Members of the Executive Council and other general Members of the Association are kept informed of decisions and progress, the latter perhaps by way of the Newsletter.

A Committee set up to deal with matters of National Education (eg Negotiation with Education providers) should comprise of at least the National Education Representative and the National President or Secretary.

### **16. CONFERENCE BOOK**

It is the responsibility of the Conference organisers to ensure that it is kept up-to-date and forwarded to the next Conference organisers. Photographs should be taken of principal Executive Council Members and other Conference delegates and organisers. It must be on display for general perusal during the Annual Conference. Photographs should also be forwarded to the ANTA Website Coordinator.

### **17. Code of Professional Conduct**

### **17a) Objects**

Ensure the responsibilities of office are upheld according to the Constitution, Guidelines and Associations Incorporation Act 1987.

Act and communicate in a professional manner with fellow Members, companies and associations affiliated to the Association.

Ensure the rights and dignity of Members is upheld at all times.

Ensure Members abide by the procedures outlined in the Association's Constitution and Guidelines so as to prevent bringing the Association into disrepute.

Provide working guidelines for the application and administration of the Code of Professional Conduct herein referred to as The Code.

### **17b) Guidelines**

All breaches of The Code will be heard by the Executive Council except where an Executive Council Member has been reported for a possible breach. In this instance that Executive Council Member will remove themselves from Executive discussions.

The National President will be responsible to ensure procedures outlined in the Code are followed except where the National President is the named Member. In this instance responsibility will fall to the Honorary Secretary.

All reported breaches will be held in strictest confidence by the Executive Council.

Issues will be dealt with impartially and with a focus on resolution.

Deliberate or fraudulent breaches of the Associations Incorporation Act 1987 will be reported to the Department of Consumer and Employment Protection by the Executive Council for investigation.

### **17c) Members**

If any member feels there has been a breach of The Code they should bring this to the attention of the Honorary Secretary in writing.

The Executive Council will hold an Extraordinary Meeting within ten (10) working days to discuss the possible breach.

The Member named in the possible breach shall be promptly notified, in writing, by the Honorary Secretary, requesting a response to the issues put forward to the Executive Council, also in writing, within ten (10) working days.

The Executive will review the response and attempt to seek a resolution between the person reporting the breach and the named member.

If no response is received this will be taken as a sign that the Member is not willing to seek resolution. If the Member is not willing to seek resolution the Executive Council will consider whether the breach warrants expulsion.

#### **17d) Members of the Executive Council**

Should any Member feel that there has been a breach of The Code by an Executive Council Member another Member of the Executive Council should be advised in writing to put forward a Vote of No Confidence.

The Executive Council, excluding the Executive Council Member to whom the breach applies, will hold an Extraordinary Meeting within ten (10) days to discuss the possible breach.

The Executive Council Member mentioned will be notified in writing by a Member of the Executive Council requesting a response to the issues put forward, in writing, within ten (10) working days.

The Executive Council will review the response and attempt to seek a resolution between the parties involved.

Should the breach be due to the Executive Council Member not fulfilling the requirements of office they will be given four (4) weeks to rectify their position.

If the Executive Council Member is found to be in breach of the Code of Professional Conduct or is not able to fulfil their position effectively the Executive Council will find a replacement Member to take over the Position within four (4) weeks.

The Executive Council will determine whether the breach warrants further action e.g. barring the Member from holding an Executive Council Position or expulsion.

Where there is a breach of the Associations Incorporation Act 1987 that is deliberate or fraudulent it will be reported to the Department of Consumer and Employment Protection by the Executive Council for investigation.

Notes:

The Department of Consumer and Employment Protection (DOCEP) can prosecute individual committee Members if they have failed to take reasonable steps to ensure the Association complies with its obligations under the Associations Incorporation Act 1987.

The Department of Consumer and Employment Protection can prosecute anyone who knowingly presents false or misleading documents in any material respect to the Department (DOCEP) or to a meeting of Members.

## **18. RESPONSIBILITIES:**

### **18a) ALL MEMBERS**

- To read the Association Constitution and “Responsibility- All Members” in the Guidelines.
- To attend and fully support all meetings, workshops and events of the Association whenever possible.
- To be prepared to hold Office or perform any other responsibility if called upon to do so and when nominations are called for elections.
- To actively contribute to the Association with ideas and effort.
- To contribute to the scientific programme of Meetings.
- Update personal details on the Associations Website including name, address, email, place of work, telephone, and by notification in writing to the Registrar of the same.
- To pay subscriptions promptly on the individual Member anniversary date each year.
- All communication with external persons/bodies, on behalf of ANTA Inc, shall be in written format or shall be minuted. A report of such communication shall be presented to the Executive Council for review.

### **18b) EXECUTIVE COUNCIL MEMBERS**

- To have a clear mandate for the aims and ambitions of the Association to be initiated and/or implemented during the term of Office.
- To be fully conversant with the responsibilities and duties of their Executive Council roles.
- To consider the needs and attitudes of all Members.
- To communicate appropriately with fellow Council Members.
- To keep Members informed of Executive decisions, canvass Members for opinions on certain issues and implement National policies.
- Call an Extraordinary Meeting as necessary. Any three (3) Council Members can call an Extraordinary Meeting of the National Executive Council.
- To prepare and present reports at National Executive Council Meetings and AGMs when appropriate.
- To arrange a proxy if unable to attend Executive meetings or AGMs. Also to adequately prepare the proxy for the items on the Agenda.
- To recommend appropriate amendments and updates of the responsibilities and duties of particular Offices.
- To keep adequate written records of the term of Office held, to be handed over to the successor and to give such advice to the successor as to enable the person to take up their new responsibilities more easily.
- On retirement from the position deliver all materials and monies to successor four (4) weeks following the National AGM.
- To attend at least eighty percent (80%) of ANTA National Conference sessions (including the Annual General Meeting) barring unforeseen circumstances.

### **National President**

- To chair Executive Council Meetings, National AGM and Extraordinary Meetings.

- Act as host to Members and guests attending Association Conferences and functions, eg: by presenting a welcoming address.
- Be a Member of, or converse regularly with any Committee formed for National business.
- Get regular feedback from all Committees.
- Communicate with Members in the Newsletter and at Conferences.
- Help enforce the Constitution.
- Call Executive Meetings of Council.
- Receive copies of Bank statements for the National Bank Account.
- Ensure that other Members of the National Executive perform their duties and responsibilities.
- Be spokesperson for the Association in communications with bodies external to the Association if not specific to other Executive role (eg Education Representative - AAN Committee).
- Liaise with Honorary Secretary in matters relating to the Executive and Annual General Meetings (eg Agendas).
- Sign all orders upon the Treasurer as directed by Council.
- Keep a digital copy of the current Constitution and Guidelines.
- Present a President's Report at the National AGM.

### **National Registrar**

- Ensure the Honorary Secretary is kept informed of changes to membership status.
- Ensure that the Website Coordinator is kept informed of changes to Membership Status and new Memberships to assist in the maintenance of the Members Forum.
- Ensure that all Members are kept informed of appropriate proceedings in regard to new applications, including on the Association Website.
- Ensure the Association Website holds the correct application form for membership application and upgrades.
- Ensure Honorary Secretary has updated Member list and contact details for correspondence purposes.
- Keep a digital copy of Membership Application Form and current Constitution and Guidelines.
- Send new Member a Membership Certificate and subsequently on renewal each year. Ensure a current digital list of all Members for communication from the Executive Council.
- Distribute copies of Constitution and Guidelines to new members.
- Hold and distribute insignia when appropriate.
- Hold applications and copies of certificates as separate file.
- Keep membership database and files up to date. Enter new members.
- Mail updated list of all Members to Executive Members for Journal mailing and OSET Representative.
- Chair National Meetings in absence of National President.
- Help National President with duties as required.
- Purchase gifts for the Conference organisers.
- Organise nominations and voting for ANTA Achievement Award.
- Organise CV / Presentation speech for ANTA Achievement Award winner.
- Take photos at Conference and place in Conference book.
- Check Conference book prepared and available for AGM (from last Conference host Branch).



### **New Applications and Change of Membership Status**

- Members upgrading must apply for upgrade (eg Associate to Full: Full to Accredited) except for Honorary (decide by the Executive).
- On receipt of new application check all details are complete and accompanied by a copy of certificates for Accredited Member.
- Ascertain appropriate Membership status and make recommendation to National President where necessary.
- Inform Executive Council of outcome of application and inform Member of outcome.
- File copies of certificates and application into membership file.
- Enter the new Member details into the database.
- Maintain National Members Database.
- Send new Member a copy of current Constitution, Guidelines and welcoming note.
- Send applicant details to Honorary Secretary if a particular Membership application should be referred to the National Executive Council.

### **Meetings**

- Attend AGM and National Executive Meetings.
- Provide Registrar's report at AGM including number of Members of each category.
- Determine from Membership, the numbers required to establish a quorum for National Meetings. Associate members do not have voting rights.
- Chair Executive General Meeting and National AGM in the absence of National President.

### **Honorary Secretary**

- Keep a register of correspondence, inward and outward and file copies of all letters written.
- Keep the Executive informed of any correspondence requiring urgent attention.
- Arrange correspondence in order, summarising each and entering into Correspondence Table to be forwarded to Executive Council Members at every Executive General Meeting.
- Ensure Secretary files have regular electronic back-up.
- Revise ANTA Calendar regularly and adjust accordingly in relation to the scheduled date of the AGM.
- Liaise with Newsletter editor regarding appropriate information from each NEM to be distributed to the members.
- Liaise with the Registrar to update Honorary Members list.
- Liaise with the Web-Manager to ensure the website is relevant and up-to-date.
- Ensure the Honorary Secretary file contains original templates of all forms and letterhead.
- Write all letters as directed by the Executive Council.
- Co-operate with the President in every way to foster good relations between members.
- Communicate information to all Members.
- Communicate with the Chairperson of any subcommittees formed to provide regular update to Executive Members.
- Ensure proposed Constitution and Guidelines changes are posted on the Members Forum.

- Ensure Constitutional changes are sent to members within the required timeframe and lodged appropriately after acceptance.
- Ensure Guideline changes are forwarded to all Members.
- Liaise with the Treasurer to ensure audits are carried out.

### **Preparing for Meetings:**

- Draw up the Agenda for the National Executive General Meeting / National AGM and Executive Teleconferences.
- Check Minutes of last meeting and pencil items for “Business Arising”. Keep related papers in the order in which they will be required.
- List General Business by numbers.
- Ensure “Actions” raised at the previous meeting have been completed and can move forward.
- Insert correspondence table into the Agenda to allow Executive Members to site the correspondence before it is moved received at the Meeting.
- Ensure the Treasurer’s Report has been attached to the Agenda for Executive General Meetings.
- Arrange Teleconferences when called by the President.

### **At the Meetings:**

- Keep the role of Members present.
- Have a copy of the Constitution and Guidelines to hand including all rules and necessary records to reflect on during the Meeting.
- Read the Minutes and correspondence as directed at the Meeting.
- Take notes on discussions to assist in compiling Minutes.
- Record all motions and amendments irrespective of their fate.
- Write up Minutes within one month of National Executive Teleconferences and AGMs and distribute promptly to Executive Council Members.
- Present Secretary’s Report at the Executive General Meeting/National AGM.

### **National Treasurer**

- Manage National Account and Conference Account by being the administrator.
- Keep a clear record of receipts and expenditure in the form of a cash book, petty cash book, receipts and bank statement.
- Bank any money received to the National Account and file receipts.
- Send an invoice to those clients banking money to the National Account.
- Ensure bank statements are received for the National Account and mail a copy to the National President.
- Present accounts of the Association to President to be passed for payment.
- Pay accounts as instructed.
- Write cheques for accounts passed and obtain further signatures as required.
- Pay OSET fees each year.
- Pay Association Indemnity Insurance (AON) each year.
- Liaise with Website Coordinator regarding payment of Hosting and Domain fees.
- Liaise with Journal Coordinator regarding payment of postage and printing.
- Arrange for auditing of books prior to National AGM by a Certified Practising Accountant and Auditor as appointed by Executive Members.

- Present report and audited statements to the Executive Council before the National AGM.
- Circulate report and audited statements to every Member at the National AGM and move their adoption.
- Present an interim Treasurer's Report at each Executive General Meeting and a yearly Treasurer's Report at the National AGM.
- Ensure forms are provided to the incoming Treasurer and Honorary Secretary for access to the National Account and Conference Account.
- Ensure forms are provided to the Conference Organising Committee to have access to the Conference Account.
- Ensure each form is signed by all associated persons (on one (1) form) and forwarded to the bank branch holding the account for processing.
- Liaise with the bank branch to ensure all updates to the National Account and Conference Account access are processed.
- Ensure all payments from the Conference Account are accounted for.
- Following finalisation of debits and credits from the Conference Account, arrange auditing of the Conference Account by a Certified Practising Accountant and Auditor, in liaison with the Conference Organising Committee.

### **Education Representative**

- To liaise and communicate with Education Providers in the field of Neurophysiology.
- To communicate with the Members of the Association in the Journal and at Conferences.
- To liaise, if appropriate, with the Australian and New Zealand Association of Neurologists regarding education matters.
- To notify appropriate education body(/ies) of date, time and location of the Association's Annual Conference so that they may attend, if appropriate.
- Identify and work for future educational requirements and programmes.
- Communicate with the Journal Coordinator and the ANTA Website Co-ordinator regarding advertising and printing of the National Journal and Website.
- Present Educational Representative report at the Executive General Meeting/ National AGM.
- Provide biannual reports to the Executive Council Members keeping Council informed of any new issues relating to the Education and the progress of existing issues.
- To oversee the governance of the ANTA Inc Continued Professional Development Scheme
- To oversee the governance of the ANTA Inc. Competency Assessment tool.

### **Organisation of Societies for Electrophysiological Technology (OSET) Representative**

- The term of Office is four (4) years to incorporate the OSET Congress. The term ends four (4) weeks after the close of the National AGM immediately following an OSET Congress {every four (4) years}.
- Expressions of interest in holding this position can be asked for in the Journal during the Year of the OSET Congress. Those interested should notify the Honorary Secretary in writing.

- The selection of the successor to the retiring OSET representative can be made at the National Executive General Meeting immediately prior to the National AGM when the Representative will retire (ie: first National AGM following an OSET Congress).
- The retiring OSET Representative can express interest in holding the position for a further four (4) year term and can be appointed to do so.

**The OSET Representative should:**

- Notify OSET of any changes regarding contacts and addresses.
- Send copies of any communications received from OSET to the National Executive, who will decide further action if necessary.
- Attend National Executive Council meetings.
- Submit an annual report to OSET.
- Submit a report on the OSET Congress to the National President and Honorary Secretary / Treasurer within one month of attendance.
- Prepare an article on the OSET Congress for the ANTA Journal following attendance.
- Attend OSET Congress inclusive of pre and post Congress Council Meetings.
- Prepare and present reports for the National Executive Council Meetings for this position.
- Liaise with National Executive on reports and other communications or publications to be presented at the OSET Congress.

The OSET Representative is not entitled to any reimbursement of travelling expenses to attend National Executive Council Meetings, Conferences or National AGMs.

However, the OSET Representative may apply to the National Executive Council for a percentage of travelling expenses to attend the OSET Congress (See FINANCE). A written application should be made at the National Executive General Meeting of Council prior to the Congress and decision given so that plans can be made. If approved, reimbursement should be given by the National Treasurer upon receipt of a copy of travel documents (eg: airline ticket) and prior to the OSET Representative's departure.

The OSET representative or their proxy receiving funding to attend the OSET Congress will be required to attend at least 80% of the educational component of the Congress, as well as the ANTA AGM, barring unforeseen circumstances

If the OSET Representative is unable to attend the OSET Congress then the Association may send a proxy who would be entitled to the same conditions regarding reimbursement of travelling expenses and expected to prepare an article on the OSET Congress for the ANTA Journal and submit a report on the OSET Congress to the National President and Honorary Secretary / Treasurer. The proxy may be any other financial member of ANTA, who may, on written application, apply to the National Executive Council to attend the OSET Congress.

## **eNewsletter Coordinator**

- No set Term of Office but at least three (3) months notice of intention to resign should be given.
- Responsible for compiling an eNewsletter within one (1) month following each National Executive Meeting (NEM)
- Ensure the eNewsletter following the NEM just prior AGM contains appropriate information from the AGM and the NEM
- Accept information from the National Executive Council from each NEM for submission as the main content of the e-Newsletter
- Responsible for ensuring eNewsletter has been approved by the National Executive Council prior to publication (posting on website)
- Responsible for forwarding the completed eNewsletter to Honorary Secretary for dissemination to members, for posting on the ANTA website and distributing eNewsletter to Associations participating in e-Newsletter exchange (e.g. OSET)
- 

## **19. CONTINUED PROFESSIONAL DEVELOPMENT**

ANTA Inc. provides a recommended Continued Professional Development Scheme. A document outlining the implementation and the expected requirements of continued professional development in Neurophysiology will be made available to all members via the ANTA Inc. website.

‘Implementing Continuing Professional Development in Clinical Neurophysiology Health Profession Neurophysiology Scientists and Technologists’

## **20. ANTA INC EDUCATION PATHWAY AND COMPETENCY ASSESSMENT TOOLS**

### **20a.1 Education Pathway**

The Council will provide a Suggested Training Pathway for the Clinical Neurophysiological Technologist/Scientist relevant to the current education and employment requirement. This guide will be made available to all members and non members via the ANTA Inc Website.

‘Accepted Practical Guidelines for Competence Training Courses as Approved by ANTA’

### **20a.2 Course Endorsement**

The Council, via the Education Committee, will review any relevant practical competence courses of knowledge based university courses including undergraduate and post graduate courses and advise members of content relevant to Neurophysiology and or ANTA Inc membership levels.

The relevant Guides to assist in review are the

‘Guidelines for Practical Competence Course Endorsement’

And

‘Guidelines for Knowledge Based University Course Endorsement’.

### **20b.1 ANTA Inc. Competency Skills Assessment Tool**

When possible ANTA Inc will provide a tool for Competency Assessment in Electroencephalography, Evoked Potentials and Nerve Conduction Studies. These assessment tools will be co-ordinated by the Education Representative and executed by an Education Committee.

Information regarding any Competency Assessment tool provided by ANTA Inc. will be advertised via the ANTA Inc. Website

Operational Guidelines for Competency Assessment Tools will be written for each test modality and kept up to date by the Education Representative.

### **20b.2 Examination Questions**

A bank of multiple choice questions will be kept for the Written Examination Assessment Tool and updated at appropriate times. A marking scale with suggested answers will be kept for the Practical Examination Assessment Tool and updated at appropriate times.

The questions and marking scales will be prepared by the Education Representative and/or Education Committee.

It must be noted that members of the Education Committee who are not Accredited Members cannot contribute to this bank of questions or marking scale and cannot have access to these questions. The questions will be held by the Education Representative in a password protected folder. A copy of the folder will be stored with the ANTA Executive. The password will only be shared with one other Executive Member who is an Accredited Member at any one time. In the event that the Education Representative is not an Accredited Member, another member of the Education Committee who is Accredited will hold the bank of questions and access password.

The password will be changed at every Executive handover of Education Representative.