



## CONSTITUTION OF THE INTERNATIONAL PEST RISK RESEARCH GROUP

2023

**ARTICLE 1. NAME.** The official name of this organisation is the International Pest Risk Research Group. In correspondence or any other published documents, it may also be referenced by the acronym IPRRG after the first appearance of the official name.

**ARTICLE 2. OBJECTIVES.** The objectives of the Association are to:

1. develop enhanced pest risk modelling and mapping methods and pest risk analysis methods in general through rigorous and innovative research focused on the key challenges faced by the discipline, exploiting advances made in related fields. This objective is achieved by regular meetings where developments are presented, discussed, and tested, together with publications as appropriate.
2. communicate findings of the Association and its members regarding these topics to a broad international audience that includes scientists, policymakers, and other end users, seeking their feedback to ensure that their needs are recognized, and that research and extension outputs are used as effectively as possible.
3. provide technical training in the methods utilised to generate these outputs, thereby promoting best practice in their application.

**ARTICLE 3. ORGANISATION AUTHORITY.** Although Association members may be full-time employees of government agencies, non-governmental institutions or academic institutions, the Association is not affiliated with any agency or institution, nor is it directly subject to the rules of governance of such. The Association is instead governed according to the rules defined in this Constitution. It is the responsibility of individual members to ensure that their participation in the Association is in accordance with the policies of their employer.

**ARTICLE 3a. AFFILIATION WITH OTHER ORGANISATIONS.** The Association does not operate under the auspices of any other organisation (e.g., plant protection organisations) or professional society. However, the Executive Committee has the authority to pursue affiliations

and propose them to the general membership, at which time they must be approved by majority vote (see Article 6i).

**ARTICLE 4. MEMBERSHIP.** Membership is open to all individuals engaged in or interested in pest risk analysis, modelling and mapping methodologies or applications. Any person who attends an Association meeting, or who contacts the current Secretary-Treasurer (see Article 5c) with a request for membership, is considered an active member of the Association (see Article 4b). Each active member has an equal say in elections of office bearers, or any other Association business subject to a general vote.

**ARTICLE 4a. MEMBERSHIP DIRECTORY.** The current Secretary-Treasurer is responsible for maintaining the membership directory of the Association, which includes contact information for each member.

**ARTICLE 4b. DURATION AND SUSPENSION OF MEMBERSHIP.** Members retain active status for four years after the first Association meeting they attend or after their first membership request to the Secretary-Treasurer, unless they either (1) contact the current Secretary-Treasurer with a request to be removed from the membership list, or (2) fail to respond to repeated (four or more) contact attempts over a 4 week period from the Secretary-Treasurer or other officer regarding their participation in the Association. In the latter case, active status can be renewed by attending another Association meeting or by sending a renewal request to the current Secretary-Treasurer.

**ARTICLE 5. EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the following six officers: Chair, Vice-Chair, Secretary-Treasurer, Communications Officer, and Student Representative and Policy Liaison Officer. A seventh officer, the Local Arrangements Organiser, is appointed by the Executive Committee (see Article 5g), and is therefore not a voting member of the Executive Committee.

**ARTICLE 5a. CHAIR.** The Chair provides administrative oversight of the Association. The Chair also has the authority to represent the Association in dealings with external organisations. Primary responsibilities of the Chair include the following:

- Appoint a Local Arrangements Organiser to host the Association's annual meeting (see Article 7);
- Serve on the Scientific Committee for the annual meeting (see Article 7a);
- Produce an annual accomplishment report summarising the Association's activities for that year, which is to be distributed to the membership;
- Oversee production of accomplishment reports for activities sponsored by external organisations;
- Ensure adherence of the Association to this Constitution, and propose amendments to the Constitution as appropriate.

The Chair is elected under a parliamentary model. Any of the top four vote-getters in a general Executive Committee election, defined in Article 6, may be selected as the Chair. These four elected members, in consultation with the Student Representative, who is elected separately to the Executive Committee (see Article 6), decide amongst themselves who will be the Chair. This can be determined by a vote or other method the Executive Committee members deem appropriate. The Chair serves a two-year term upon election. The term extends from the end of the Association's annual meeting during the election year until the end of the Association's annual meeting two years later. If an annual meeting is not held at that time, then the term will end with the conclusion of the online voting period for that year (see Article 6a). At the conclusion of this term, the current office-holder is eligible for re-election, if she or he remains in good standing.

**ARTICLE 5b. VICE-CHAIR.** The primary responsibility of the Vice-Chair is to lead the Scientific Committee for the Association's annual meeting (see Article 7a). The Vice-Chair may also act on behalf of the Chair in cases where the Chair is unable to fulfil his or her responsibilities. The Vice-Chair is not directly elected; rather, the position is filled by one of the top four vote-getters in an Executive Committee election defined in Article 6. The Vice-Chair serves a two-year term upon election. The term extends from the end of the Association's annual meeting during the election year until the end of the Association's annual meeting two years later. If an annual meeting is not held at that time, then the term will end with the conclusion of the online voting period for that year (see Article 6a). At the conclusion of this term, the current office-holder is eligible for re-election, if she or he remains in good standing.

**ARTICLE 5c. SECRETARY-TREASURER.** The Secretary-Treasurer serves as the chief fiscal agent and membership coordinator of the Association. The Secretary-Treasurer documents the financial holdings and activities of the Association, and maintains the Association's membership directory. The Secretary-Treasurer is responsible for summarising recent financial and membership activities at Association annual meetings and as otherwise requested by the Chair. The Secretary-Treasurer is not directly elected; rather, the position may be filled by any one of the top four vote-getters in an Executive Committee election defined in Article 6. The Secretary-Treasurer serves a two-year term upon election. The term extends from the end of the Association's annual meeting during the election year until the end of the Association's annual meeting two years later. If an annual meeting is not held at that time, then the term will end with the conclusion of the online voting period for that year (see Article 6a). At the conclusion of this term, the current office-holder is eligible for re-election, if she or he remains in good standing.

**ARTICLE 5d. COMMUNICATIONS OFFICER.** The primary responsibilities of the Communications Officer are to maintain the Association website (URL - <https://www.pestrisk.org>) and to send meeting announcements and other information of interest to Association members. The Communications Officer is responsible for the currency and accuracy of the website content (which must include this Constitution document), and has the authority to modify the website when deemed appropriate by the Executive Committee. The Communications Officer is not

directly elected; rather, the position may be filled by any one of the top four vote-getters in an Executive Committee election defined in Article 6. The Communications Officer serves a two-year term upon election. The term extends from the end of the Association's annual meeting during the election year until the end of the Association's meeting two years later. If an annual meeting is not held at that time, then the term will end with the conclusion of the online voting period for that year (see Article 6a). At the end of this term, the current office-holder is eligible for re-election, if she or he remains in good standing.

**ARTICLE 5e. STUDENT REPRESENTATIVE.** The primary responsibility of the Student Representative is to serve as a voice for all student Association members, both on the Executive Committee and with respect to other Association activities. The Student Representative is also expected to communicate relevant Association business to the other student members. The Student Representative is directly elected according to voting rules defined in Article 6. Any Association member who is classified as a student is eligible for this position. The Student Representative serves a two-year term upon election. The term extends from the end of the Association's annual meeting during the election year until the end of the Association's meeting two years later. If an annual meeting is not held at that time, then the term will end with the conclusion of the online voting period for that year (see Article 6a). At the end of this term, the current office-holder is eligible for re-election, if she or he remains in good standing as a student member.

**ARTICLE 5f. POLICY LIAISON OFFICER.** The Policy Liaison Officer is the official contact point between the IPPC Secretariat and IPRRG. The primary responsibility of the Policy Liaison Officer is to maintain and grow the profile of IPRRG within the IPPC community and to submit an annual written report of IPRRG activities to the Commission on Phytosanitary Measures (CPM) ahead of the annual CPM meeting. The report should summarise the IPRRG annual meeting from the previous year and describe other relevant projects that IPRRG has worked on during the year. The Policy Liaison Officer will also maintain and update the IPRRG webpage on the website of the international phytosanitary portal (<https://www.ippc.int/en/external-cooperation/organizations-page-in-ipp/internationalpestriskresearchgroup/>) and post relevant documents on that webpage. The Policy Liaison Officer will liaise with the reciprocal IPPC Secretariat contact point on appropriate topics regarding potential collaboration and capacity building in relation to pest risk analysis or other phytosanitary matters.

The Policy Liaison Officer is appointed by the Executive Committee and has full voting rights in the Executive Committee. She or he serves for the term of the Executive Committee that appoints her/him.

**ARTICLE 5g. LOCAL ARRANGEMENTS ORGANISER.** The Local Arrangements Organiser is responsible for hosting an annual Association meeting (see Article 7). Duties of the Local Arrangements Organiser include the following:

- Select a venue for the meeting;

- Ensure the availability of local accommodations for meeting participants;
- Arrange for refreshments/meals during the course of the meeting;
- Arrange for information technology during the meeting;
- Extend local invitations to participate in the meeting;
- Liaise with the Communications Officer to ensure that meeting announcements and details of local arrangements are circulated in a timely fashion;
- Provide a brief written summary of the meeting (dates of meeting, location, main agenda topics, participants, and countries of origin) to the Secretary-Treasurer for distribution to the Association membership. A list of meeting participants, with their contact information, must also be provided to the Secretary-Treasurer to ensure that the Association's membership directory remains up-to-date.

The Local Arrangements Organiser is an unelected position. Instead, this position is appointed by the Executive Committee. The Local Arrangements Organiser does not take part in official Executive Committee decision-making. Typically, the Local Arrangements Organiser will be from the host country (or geographical region) where the next Association meeting is to be held. The term of the Local Arrangements Organiser extends from initial appointment until completion and submission of the meeting summary and participant list for the next Association meeting.

**ARTICLE 5h. PUBLIC OFFICER.** The Executive Committee must appoint a public officer who resides in the ACT and is at least 18 years of age. The inaugural public officer is the person authorised under section 16 (a) of the Act to apply for the incorporation of the association.

**ARTICLE 5i. POWERS OF EXECUTIVE COMMITTEE.** The Executive Committee, subject to the Act, the regulation, this Constitution, and to any resolution passed by the association in general meeting:

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the association.

**ARTICLE 5j. EXECUTIVE COMMITTEE MEETINGS AND QUORUM.**

- (1) The Executive Committee must meet at least 8 times in each calendar year either virtually or in person at the place and time that the Executive Committee may decide.
- (2) Additional meetings of the Executive Committee may be called by any member of the Executive Committee.

(3) Oral or written notice of a meeting of the Executive Committee must be given by the Secretary-Treasurer to each member of the Executive Committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Executive Committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Executive Committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any 3 members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee.

(6) No business may be transacted by the Executive Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.

(8) At meetings of the Executive Committee:

(a) the Chair or, in the absence of the Chair, the Vice-Chair presides; or

(b) if the Chair and the Vice-Chair are absent—1 of the remaining members of the Executive Committee may be chosen by the members present to preside.

**ARTICLE 5k. VACANCIES.** For these rules, a vacancy in the office of a member of the Executive Committee happens if the member:

(a) dies; or

(b) ceases to be a member of the association; or

(c) resigns the office; or

(d) is removed from office under ARTICLE 5k; or

(e) becomes bankrupt or personally insolvent; or

(f) suffers from mental or physical incapacity; or

(g) is disqualified from office under the Act, section 63 (1); or

(h) is absent without the consent of the Executive Committee from all meetings of the Executive Committee held during a period of 6 months.

**ARTICLE 5l. REMOVAL OF EXECUTIVE COMMITTEE MEMBERS.** The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the Executive Committee from the office of member of the Executive Committee before the end of the member's term of office.

**ARTICLE 5m. DELEGATION BY EXECUTIVE COMMITTEE TO SUBCOMMITTEE.**

(1) The Executive Committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the Executive Committee considers appropriate) the exercise of the functions of the Executive Committee that are specified in the instrument, other than:

(a) this power of delegation; and

(b) a function that is a function imposed on the Executive Committee by the Act, by any other Territory law, or by resolution of the association in general meeting.

(2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

(3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.

(4) Despite any delegation under this section, the Executive Committee may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Executive Committee.

(6) The Executive Committee may, in writing, revoke wholly or in part any delegation under this section.

(7) A subcommittee may meet and adjourn as it considers appropriate.

**ARTICLE 5n. VOTING AND DECISIONS.**

(1) Questions arising at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee are decided by a majority of the votes of members of the Executive Committee or subcommittee present at the meeting.

(2) Each member present at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

**ARTICLE 6. ELECTIONS AND VOTING.** Association members will vote for Executive Committee members every two years. They may also be called on to vote for propositions presented by the Executive Committee, including possible affiliations with other organisations (see Article 3a); such votes may take

place once per year. At least 30% of the active membership must participate (i.e., submit a completed ballot) for the results of any election or proposition vote to be valid.

**ARTICLE 6a. GENERAL VOTING PROCEDURE.** Voting will be done via an online voting service that provides secure balloting. The Secretary-Treasurer is responsible for administering the online voting process, including the following duties:

- Convert the Association membership list into a list of eligible voters;
- Generate an appropriate ballot;
- Utilise a system that limits each voter to one vote (voting by proxy is not allowed);
- Compile and report voting results to all Association members;
- Ensure that the balloting process is as confidential as possible (i.e., administered in such a way that it is impossible to determine how any individual member voted).

Each year's online voting window will be linked to the schedule of the annual Association meeting (see Article 7). The window must open no less than 3 weeks (21 days) before the start of the meeting and closes at 9:00 am (local time) on the last day of the meeting, so there is time for the Secretary-Treasurer to retrieve and report the results to meeting attendees.

In the event that an annual Association meeting is not held during a given year, then the current Secretary-Treasurer, in consultation with the rest of the Executive Committee, will designate an online voting period that is consistent with the above guidelines (i.e., it must remain open for no less than 24 days).

**ARTICLE 6b. NOMINATIONS FOR EXECUTIVE COMMITTEE POSITIONS.** The process of electing new Executive Committee officers is initiated by the current Secretary-Treasurer in the second year of his or her two-year term. The Secretary-Treasurer is responsible for soliciting nominees for two separate elections, the first to select four Association members to serve in the primary Executive Committee offices (Chair, Vice-Chair, Secretary-Treasurer, and Communications Officer) in the upcoming term, and the second to elect the Student Representative. The Secretary-Treasurer issues a call for nominations to all Association members. The call is issued via electronic mail and posted on the Association website. The opportunity for nominations extends for at least three weeks (21 days) from when the call is issued. The Secretary-Treasurer may opt to lengthen the nomination window if she or he feels there are insufficient nominees for either election, but the nomination window must be closed at least one week (7 days) prior to the start of the actual elections (see Article 6c) so there is sufficient time to create and distribute the final lists of confirmed candidates. Association members may nominate themselves or any other members, including current office-holders, for inclusion on the primary Executive Committee candidate list. Association members may nominate any student member as Student Representative, and any student member may nominate his or her self for this office. Association members may make multiple nominations, but no more than the number of



currently vacant offices (usually five). All nominations must be communicated to the Secretary-Treasurer, and do not need to be seconded.

At the conclusion of the nomination window, the current Secretary-Treasurer compiles the lists of nominees for the primary Executive Committee offices and for Student Representative in the upcoming term. The Secretary-Treasurer must then contact all nominees to confirm that they agree to serve if elected, and remove any nominees from the list who decline. There are no restrictions on the number of potential candidates in either election. The current Secretary-Treasurer will then convert the final lists of confirmed candidates into a ballot (see Article 6c), and also give them to the current Communications Officer, who will distribute the lists to members via electronic mail and post them on the Association website. The lists must be distributed at least one day before the online election window opens.

**ARTICLE 6c. ELECTION OF EXECUTIVE COMMITTEE CANDIDATES.** As outlined in Article 6a, the current Secretary-Treasurer is responsible for administering all aspects of the election process, including online balloting and voter access. The Secretary-Treasurer will report the election results on the last day of the next Association meeting (i.e., after the online voting window has closed). The results become official once they are posted on the Association website or sent to all members via electronic mail. This will happen as soon as possible, and no later than one week (7 days) after the conclusion of the Association meeting.

With respect to the primary Executive Committee election, the top four vote recipients in that election are considered new, and temporarily at-large, members of the Executive Committee. If there are only four names on the primary Executive Committee candidate list, then those individuals may be considered elected without online balloting. If there are fewer than four names, then those individuals will be considered elected, and they must then identify and appoint additional Association members to occupy the unfilled positions on the Committee. This at-large Executive Committee then decides amongst themselves, in consultation with the Student Representative, who will be Chair and, in turn, who will fill the other three offices of Vice-Chair, Secretary-Treasurer, and Communications Officer (see Article 6d).

Since there may be three or more candidates for Student Representative, the candidate who receives a simple majority of the votes cast in that election is elected as the new Student Representative. If there is only one name on the candidate list for Student Representative, then that individual may be considered elected without online balloting. If no one nominates as a candidate for Student Representative, the other members of the new Executive Committee, upon their installation (see Article 6d), will identify and appoint a student Association member to occupy the position. The Student Representative is not eligible for any of the other Executive Committee offices.

**Article 6d. INSTALLATION OF PRIMARY EXECUTIVE COMMITTEE MEMBERS AND APPOINTMENT TO SPECIFIC OFFICES.** The four new Executive Committee members are considered officially installed once the election results are official (see Article 6c). As noted in Article 6c, they then decide amongst themselves, in consultation with the Student Representative, who will be appointed as the new Chair, and then who will fill each of the other offices (i.e., Vice-Chair,

Secretary-Treasurer, or Communications Officer). All appointment decisions must be made within three weeks (21 days) of installation. The outgoing Chair, Vice-Chair, Secretary-Treasurer, and Communications Officer must transfer any documentation and data associated with their positions to their successors within three weeks (21 days) of appointment.

**Article 6e.** INSTALLATION OF NEW STUDENT REPRESENTATIVE. The new Student Representative is considered officially installed once the election results are official (see Article 6c). The outgoing Student Representative must transfer any documentation and data associated with the position to his or her successor within three weeks (21 days) of installation.

**Article 6f.** VACATING OFFICES. Any officer may relinquish his or her position on the Executive Committee for any reason. Notice of intent to vacate the office should be sent to the other members of the Executive Committee and should indicate the date at which his or her resignation becomes effective. Members who elect to vacate an office will still be considered in good standing and will be eligible to hold office in any future election.

The Executive Committee has authority to remove any officer found not to be fulfilling his or her responsibilities. A motion to remove an Executive Committee member may be brought by any member of the Executive Committee. The motion must be presented to the entire Executive Committee in writing that details specific instances/examples of failure to fulfill responsibilities. The accused officer has three weeks (21 days) to respond to the motion in a letter to the Executive Committee. A vote will occur no sooner than 22 days after a motion for removal is made. Only Executive Committee members may vote on a motion to remove an officer; the accused officer may not vote. A vote to remove an officer requires unanimous concurrence of the other members of the Executive Committee. An officer who is removed will not be considered in good standing and will not be eligible for office in the next election.

**ARTICLE 6g.** FILLING OF VACATED OFFICES. If the Chair either steps down or is removed during the current two-year term, the Vice-Chair will be promoted to Chair for the remaining portion, and may subsequently appoint any Association member to serve the remainder of his or her term as Vice-Chair. If the Vice-Chair, Secretary-Treasurer, or Communications Officer either steps down or is removed during the current two-year term, the Committee may appoint any Association member to serve the remainder of that officer's term. If the Student Representative either steps down or is removed during the current two-year term, the Committee may appoint any student Association member to serve the remainder of the term. Elections will proceed as usual in the upcoming term.

**ARTICLE 6h.** FIRST ELECTION OF EXECUTIVE COMMITTEE OFFICERS AFTER RATIFICATION. When this Constitution is ratified, there will be no sitting members of the Executive Committee. Therefore, it will be necessary to elect an initial Chair, Vice-Chair, Secretary-Treasurer, Communications Officer, and Student Representative. These elections will be timed with the next general Association meeting that occurs after ratification. The nomination, candidacy, and voting procedures for this first election will be identical to the procedures outlined in Articles 6a,

6b, and 6c, except that the Chair of the constitutional drafting committee will be responsible for balloting, the announcement of candidates, and reporting of the election results. The length of the nomination and voting periods are allowed to deviate as necessary to ensure timing with the next general Association meeting.

**ARTICLE 6i. PROPOSITIONS.** In addition to possible affiliations with other organisations, the Executive Committee may propose activities, position statements, or other items that require the consideration of Association members. Furthermore, any Association member may also propose activities, position statements, or other items for Association consideration, as long as they are first communicated to the Executive Committee for their review. These propositions will be subject to the voting procedures outlined in Article 6a, and will be decided by a majority vote of participating members. Any such propositions must be communicated to Association members via electronic mail at least one week (7 days) prior to the start of the online voting window linked to the next Association meeting. If a proposition arises in a non-election year, an online voting window may be opened specifically for the proposition; it must begin at least 3 weeks (21 days) prior to the start of the meeting. The proposition must also be discussed in the business meeting portion of the upcoming Association meeting (see Article 7c). The results of the proposition vote will be reported by the current Secretary-Treasurer on the last day of the meeting.

**ARTICLE 7. MEETINGS.** A general Association meeting will normally be held once each calendar year.

**ARTICLE 7a. SCIENTIFIC COMMITTEE.** Development of the meeting agenda, including selection of focus topics and scheduling of oral and/or poster presentations, is the responsibility of the Scientific Committee for the meeting. The current Vice-Chair of the Executive Committee serves as the leader of the Scientific Committee. The current Chair of the Executive Committee is also a member of the Scientific Committee. Any other Association member may volunteer to serve on the Scientific Committee, or may be appointed by the Vice-Chair. The Scientific Committee should consist of no fewer than three members.

**ARTICLE 7b. MEETING STRUCTURE.** The Scientific Committee has flexibility in terms of developing the agenda. Typically, the agenda will include sessions for Association members, as well as interested individuals currently outside the Association, to make oral and/or poster presentations describing their work. The Scientific Committee determines the amount of time available for presenters; the anticipated time limits and technical requirements will be included in a call for abstracts (Article 7g). The meeting may also include focus group sessions (where a subgroup of attendees works collaboratively on a specific project) or symposia (where Association members and/or outside speakers present material organised around a specific topic) at the discretion of the Scientific Committee. The only mandatory components of the meeting agenda are an annual business meeting and, in any year where voting is scheduled, a session on the last day of the meeting where the Secretary-Treasurer can report the voting results (see Article 6a).

**ARTICLE 7c. BUSINESS MEETING.** The business meeting is open to all meeting attendees, although attendance is optional except for members of the Executive Committee. Because some business items (e.g., propositions) may be linked to an ongoing online vote, the business meeting must happen at some time prior to the last day of the Association meeting. The purpose of the business meeting is to discuss the business of the Association, including elections, financial status, and membership updates. In particular, the current Secretary-Treasurer is required to report on the Association's finances during the preceding calendar year, including presentation of the year's balance sheet to meeting attendees. Another key objective is to select a host country or region for the next Association meeting. Any Association member may nominate their own country or region to host; they should contact the Chair of the Association in advance if they will be unable to attend the business meeting. The nomination should include a list of suitable candidates to act as Local Arrangements Organizer. The name of the host institution and the venue should also be included where possible. The Executive Committee will discuss the nominated host countries (or regions) and select one by the end of the business meeting. The Chair of the Association will then begin the process of identifying and appointing a Local Arrangements Organizer; the Local Arrangements Organizer for the upcoming meeting should be in place within four weeks (28 days) of the end of the current meeting. If no Local Arrangements Organizer can be identified within this time period, or if any issues arise that appear likely to hinder a successful meeting, the Executive Committee may select an alternative host country or region from those proposed at the business meeting.

Additionally, any Association member may nominate their country or region as host for the Association meeting to be held two years from the current meeting. Nominations should include a list of suitable candidates to act as the Local Arrangements Organizer. The name of the host institution and the venue should also be included where possible. An Association member who intends to make such a nomination should inform the Chair of the Association in advance of the business meeting, especially if unable to attend that meeting, so that the Chair can advise the rest of the Executive Committee. The Executive Committee will discuss nominations for the host country (or region) at the business meeting, and may either make a selection or table the nominations for discussion at the next Association meeting. If selected as host, the Local Arrangements Organizer should be in place no later than four weeks (28 days) after the next Association meeting, and sooner if possible. As noted above, the Executive Committee may select an alternative host country or region if issues arise that appear likely to hinder meeting success, including an inability to identify a Local Arrangements Organizer.

**ARTICLE 7d. BUSINESS MEETING PROCEDURE AND QUORUM.** No item of business may be transacted at a general business meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item. Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general business meeting. If within 30 minutes after the appointed time for the start of a general business meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands

adjourned to the following day at the advertised time and place for the start of proceedings. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

**ARTICLE 7e. BUSINESS MEETING PRESIDING MEMBER.** The Chair, or in the absence of the president, the Vice-Chair, presides at each general meeting of the association. If the Chair and the Vice-Chair are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

**ARTICLE 7e. BUSINESS MEETING MAKING OF DECISIONS.**

- 1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- 3) If the poll is demanded at a general meeting, the poll must be taken:
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

**ARTICLE 7f. BUSINESS MEETING VOTING.**

- 1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes must be given personally.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the association unless all money due is paid by the member, other than the amount of the subscription payable for the then current year.

**ARTICLE 7g. LOCAL ARRANGEMENTS.** As noted in Article 5e, the Local Arrangements Organiser has primary responsibility for selecting a venue for the meeting in the chosen host country or region (also see Article 7e). In addition, the Local Arrangements Organiser is responsible for

logistical details including local hotel accommodation for meeting attendees, availability of refreshments/meals during the meeting, availability of information technology, and extending local invitations for meeting participation. The Local Arrangements Organiser will regularly confer with the Scientific Committee to make sure planned meeting activities are compatible with the local arrangements. The Local Arrangements Organiser may recruit additional Association members or other colleagues to assist with meeting preparation and logistics.

**ARTICLE 7h. MEETING VENUE.** Once the host country (or region) for the upcoming Association meeting has been identified and the Local Arrangements Organiser has been appointed, the Local Arrangements Chair will identify potential venues where the meeting can be held. Any candidate venue (e.g., government facility or hotel conference centre) should be able to accommodate the expected number of attendees and provide sufficient information technology infrastructure. The Local Arrangements Organiser must also ensure that each candidate venue is supported by sufficient hotel accommodation and transportation options. The Local Arrangements Organiser will confer with the Scientific Committee regarding candidate venues, and the final venue choice will be approved by a simple majority. A city and venue must be secured at least 22 weeks (154 days) before the planned meeting.

**ARTICLE 7i. MEETING ANNOUNCEMENTS.** The Scientific Committee and Local Arrangements Organiser will coordinate with the Communications Officer to ensure that registration details, hotel and transportation arrangements, and a preliminary agenda are posted on the Association website and communicated to Association members (as well as any other registered attendees such as guest speakers) via electronic mail. Basic meeting information (dates, city and venue, and hotel options) must be posted on the Association website and sent to all Association members via electronic mail at least 16 weeks (112 days) prior to the meeting.

**ARTICLE 7j. ABSTRACTS.** The Scientific Committee will issue a call for presentation abstracts at least 12 weeks (84 days) prior to the meeting. The Committee has freedom to set a word limit or to require that abstracts be entered into a consistent template for ease of compilation and reproduction. They may also request graphical abstracts from presenters. The call for abstracts will be posted on the Association website and sent to all Association members via electronic mail; this will require that the Scientific Committee coordinate with the Communications Officer. All abstracts will be compiled into a program that will be made available to meeting attendees and posted on the Association website after the conclusion of the meeting.

**ARTICLE 7k. REGISTRATION FEE.** Meeting attendees will be required to pay a registration fee determined by the Scientific Committee, in consultation with the Local Arrangements Organiser. This fee will be applied, as necessary, toward costs associated with the meeting venue. In addition, a portion of the registration fee will be directed toward operating expenses of the Association (e.g., website development), in lieu of annual membership fees (also see Article 8). Initially, this membership fee component will be US\$50. The Executive Committee can change the amount of this component from time to time by simple resolution.

Student members are eligible for a reduced registration fee; this reduction will be equivalent to half of the portion of the registration fee directed toward Association operating expenses. Thus, student members will initially pay a registration fee that is US\$25 dollars less than the general member registration fee. The Executive Committee can change the student registration fee discount by simple resolution.

Any Association member, including a student member, may apply for registration fee relief. The member must submit their relief request in writing to the Executive Committee, including a brief justification for their request. The request is then subject to an Executive Committee vote.

**ARTICLE 7I. SPONSORSHIPS.** The Scientific Committee and Local Arrangements Organiser have authority to pursue outside sponsorships of the Association meeting. Sponsorships can be applied toward general meeting costs or to cover travel costs of invited attendees. In selecting potential sponsors, the Scientific Committee must have regard for the potential of sponsorship to bring the Association into disrepute. If there is any doubt, the candidate sponsors should be referred to the Executive Committee.

**ARTICLE 8. MEMBERSHIP.**

**ARTICLE 8a. MEMBERSHIP QUALIFICATIONS.** A person is qualified to be a member if:

- (a) the person is a person mentioned in the Act, section 21 (2) (a), or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act;
- or
- (b) the person:
  - (i) has been nominated for membership in accordance with article 8c; and
  - (ii) has been approved for membership of the association by the Executive Committee of the association.

**ARTICLE 8b. MEMBERSHIP FEE.** There are no initial or annual fees for membership in the Association. Instead, a portion of the registration fee paid by each attendee at the annual Association meeting (initially US\$50 per general registrant, or US\$25 per student registrant) will be directed toward basic operating costs of the Association (also see Article 7h). These operating costs may include further development of the Association website, or development and printing of publications associated with Association business. None of the collected funds will be used to compensate members of the Executive or Scientific Committees for their efforts; these are all uncompensated positions. Members may be reimbursed for authorised expenses incurred on behalf of the Association.

**ARTICLE 8c. NOMINATION FOR MEMBERSHIP.** A nomination of a person for membership of the association must be made by that person in writing in the form set out on the association's website. As soon as is practicable after receiving a nomination for membership, the Communications Officer must approve or reject the nomination. The nominee will be automatically advised of the decision. If approved, the nominee's name is automatically entered into the register of members and the nominee becomes a member of the association.

**ARTICLE 8d. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE.** A right, privilege or obligation that a person has because of being a member of the association:

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

**ARTICLE 8e. CESSATION OF MEMBERSHIP.** A person ceases to be a member of the association if the person:

- (a) dies or, for a corporation, is wound up; or
- (b) resigns from membership of the association; or
- (c) is expelled from the association; or
- (d) fails to renew membership of the association.

**ARTICLE 8f. RESIGNATION OF MEMBERSHIP.** A member is not entitled to resign from membership of the association except in accordance with this section.

- (a) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the Executive Committee has determined a shorter period, that shorter period) in writing to the Secretary-Treasurer of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (b) If a person ceases to be a member, the Secretary-Treasurer must make an appropriate entry in the register of members recording the date the member ceased to be a member.

**ARTICLE 8g. MEMBERS' LIABILITIES.** The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by Article 8b.

**ARTICLE 8h. DISCIPLINING OF MEMBERS.**

- 1) If the Executive Committee is of the opinion that a member has persistently refused or neglected to comply with a provision of these rules; or has persistently and wilfully acted in a manner prejudicial to the interests of the association; the Executive Committee may, by resolution:



- (a) expel the member from the association; or
  - (b) suspend the member from the rights and privileges of membership of the association that the Executive Committee may decide for a specified period.
- 2) A resolution of the Executive Committee under subsection (1) is of no effect unless the Executive Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- 3) If the Executive Committee passes a resolution under subsection (1), the Secretary-Treasurer must, as soon as practicable, serve a written notice on the member:
- (a) setting out the resolution of the Executive Committee and the grounds on which it is based; and
  - (b) stating that the member may address the Executive Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the Executive Committee at or before the date of that meeting written representations relating to the resolution.
- 4) Subject to the Act, section 50, at a meeting of the Executive Committee mentioned in subsection (2), the Executive Committee must:
- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the Executive Committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the Executive Committee made under subsection (1).
- 5) If the Executive Committee confirms a resolution under subsection (4), the Secretary-Treasurer must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under Article 8i.
- 6) A resolution confirmed by the Executive Committee under subsection (4) does not take effect:
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with Article 8i(4).

**ARTICLE 8i. RIGHT OF APPEAL OF DISCIPLINED MEMBER.**

(1) A member may appeal to the association in general meeting against a resolution of the Executive Committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary-Treasurer a notice to that effect.

(2) On receipt of a notice under subsection (1), the Secretary-Treasurer must notify the Executive Committee which must call a general meeting of the association to be held within 21 days after the date when the Secretary-Treasurer received the notice or as soon as possible after that date. This meeting will be an on-line meeting using a videoconference service. The exact timing of the meeting will be decided by the Executive Committee.

(3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2):

(a) no business other than the question of the appeal may be transacted; and

(b) the Executive Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and

(c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.

(4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

**ARTICLE 9. ASSOCIATION FUNDS.** The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the Executive Committee decides. The collected funds will be held in a bank account that can be accessed by the Secretary-Treasurer; withdrawals, deposits, or transfers of funds may be authorised by the signature of the Secretary-Treasurer or any other Association member appointed by the Executive Committee.

All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account. The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the Executive Committee decides.

At each normal Executive Committee meeting, there will be a standing agenda item to present the status of the association's accounts.

If the Association is dissolved for any reason and there are funds remaining in this account, the remaining funds will be transferred to one or more other organisations, as selected during the business meeting portion of the next Association meeting after this Constitution is ratified. This nominated fund, authority or institution will comply with the requirements of the Act, section 92 (1) (b) and section 92(2) of the Act.

The accounts of the Association may be audited from time to time, and the report presented at the annual meeting. The Secretary-Treasurer will present a summary of the accounts to the annual meeting.

**ARTICLE 10. WEBSITE.** The Association has one official URL, <https://www.pestrisk.org>. The Communications Officer is responsible for maintaining the website and ensuring that all posted information is as up-to-date as possible. Authority to modify the website may be delegated by the Executive Committee.

**ARTICLE 11. IDENTIFICATION AND AUTHORIZATION OF SPECIAL OFFICERS TO COMPLETE SPECIFIC TASKS.** From time to time, the Chair, in consultation with the rest of the Executive Committee, may identify and authorise one or more Association members as special officers who will complete a specific task, such as coordinating production aspects of an Association publication. Upon authorization, the Chair will designate the length of the term to be served by a special officer; the term's length may not extend beyond the term of the current Executive Committee. Like the Local Arrangements Organiser, special officers do not take part in official Executive Committee decision-making.

**ARTICLE 12. RATIFICATION OF AND AMENDMENTS TO THIS CONSTITUTION.** This Constitution will be considered provisionally ratified once approved by the constitutional drafting committee. It will then be distributed to the full Association membership and posted on the Association website, thereby ensuring that members will have the opportunity to review it prior to the next scheduled Association meeting. At this next scheduled Association meeting, any member in attendance may suggest a change to the Constitution. Alternatively, any Association member who is unable to attend may propose a change by communicating it to the constitutional drafting committee prior to the meeting. Proposed changes must be voted on and approved by a majority vote of the meeting attendees. Once all proposed changes have been approved or denied, the Constitution, incorporating any approved changes, will be presented for formal ratification via online vote. The Constitution will be considered formally ratified by a simple majority vote in a ballot of members with at least 30% of the active Association membership participating.

At that time, the rules set forth in the articles of this Constitution will be considered binding. Any subsequent changes to the articles included in this Constitution must be approved by a 2/3 majority vote in a ballot of members with at least 50% of the active Association membership participating. If a ballot to consider a constitutional amendment fails to secure the required minimum participation rate, a second ballot may be held. If this second ballot fails to secure the required minimum participation rate the Executive Committee may consider the results of the ballots and approve or decline the proposed

amendment. Any Association member may submit a proposal for a constitutional amendment by communicating the exact language of the proposed change to the Executive Committee, along with a brief written justification for the proposed change. The amendment is then treated as a general proposition, as described in Article 6i, and thus will be subject to the voting procedures described in Article 6a. The proposed change and written justification will both be included on the ballot. If the amendment is approved, a revised copy of the Constitution will be distributed to Association members and posted on the Association website.

**ARTICLE 13. CUSTODY OF BOOKS.** Subject to the Act, the regulation and these rules, the Secretary-Treasurer must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

**ARTICLE 14. INSPECTION OF BOOKS.** The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

**ARTICLE 15. SERVICE OF NOTICE.** For these rules, the association may serve a notice on a member by sending it by post to the member at the member's address shown in the register of members. *Note*, For how documents may be served, see the Legislation Act, pt 122.

**ARTICLE 16 COMMON SEAL** The association may at any time have a Common Seal. If the committee determines that the association will have a Common Seal:

- (a) The Common Seal of the association must be kept in the custody of the Secretary-Treasurer.
- (b) The Common Seal may only be affixed with the authority of the committee and the attaching of the Common Seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the Secretary-Treasurer.
- (c) In the execution of a document under Common Seal, the affixing of the seal and execution of the document is to be made in accordance with the requirements of the contracts set out in the Act; and
- (d) The document to be executed may be signed using any electronic means as may be recognized by the Act from time to time.

## DEFINITIONS

In this Constitution:

*Note.* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

***financial year*** means the year ending on 30 June.

***member*** means a member, however described, of the association.

***ordinary committee member*** means a member of the Executive Committee

who is not an office-bearer of the association as mentioned in section 12 (1) (a).

**secretary-treasurer** means the person holding office under these rules as Secretary-Treasurer of the association or, if no such person holds that office, the public officer of the association.

**the Act** means the *Associations Incorporation Act 1991 Australian Capital Territory*.

**the regulation** means the *Associations Incorporation Regulation 1991*.

### **Application of Legislation Act 2001**

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.