

AUSTRALASIAN GRAIN SCIENCE ASSOCIATION INCORPORATED BY-LAWS

1. By-Laws

1.1 Australasian Grain Science Association Incorporated (AGSA) either through the Council or an Annual General Meeting (AGM) may formulate by-laws for the management and administration of its affairs.

1.2 Amendments to the by-laws may be made by the Council or an AGM.

2. Governing Body

2.1 The Council may appoint a Patron who will be an eminent member of the grains scientific community. The Patron may attend Council meetings and speak on any matter of Council business but has no voting rights on Council.

2.2 Any public statements made on behalf or in the name of AGSA shall be after specific discussion and resolution by Council. Such statements will normally be made by the Chairman or a nominee approved by the Executive of Council.

2.3 The AGSA membership and fiscal years shall commence on the 1st of July and end on the 30th of June of the following year.

2.4 Council may at any time appoint members for specific tasks. Appointed members shall serve for the period specified by Council which shall be no longer than until the next AGM. After the AGM, Council may reappoint them for a further term. Appointed members shall report back to Council as required and may be invited to attend Council Meetings but shall not have voting rights.

2.5 As required, Council may approve the employment of casual assistance.

3. Conference Chairman

3.1 The elected Conference Chairman may form an organising committee, the membership of which shall be approved by the Executive of Council.

3.2 The Conference Committee will include the Council Chairman as an ex-officio member and the Council Treasurer as the Conference Treasurer

3.3 The Conference Committee shall advise Council of the dates and venue of their conference.

3.4 The Conference Organising Committee is responsible for the negotiation of the contract with the conference venue (which must first be approved by the Executive of Council), publication of the abstract book, publicity and secretarial duties. Part-time secretarial assistance may be sourced where appropriate with the approval of the Council Treasurer. A conference organising company can be employed only after prior approval of the Council.

4. Newsletter Editor

4.1 Council may appoint a suitable person to serve as AGSA newsletter editor who will have the right to attend Council meetings, but shall not have voting rights.

5. Webmaster

5.1 Council may appoint a suitable person to serve as AGSA Webmaster who will have the right to attend Council meetings, but shall not have voting rights.

6. Sponsorship Co-ordinator

6.1 Council may appoint a suitable person to serve as AGSA Sponsorship Co-ordinator who will have the right to attend Council meetings, but shall not have voting rights.

7. Membership Co-ordinator

7.1 Council may appoint a Membership Co-ordinator who will be responsible in conjunction of the Secretary, Treasurer and Webmaster for the maintenance of the AGSA membership register, the AGSA mailing list, and a list of all Life Members, Fellows, Associates, Guthrie Medallists, Bond Medallists, Founders Award recipients of the RACI Cereal Chemistry Division and all Service Awardees.

8. Annual General Meetings and Special General Meetings

8.1 A member who is six months or more in arrears with their membership subscription shall not be entitled to vote at the Annual General Meeting, any Special General Meeting or to vote in any email/postal ballot. Members two years in arrears will be removed from the membership list.

8.2 Resolutions at any AGM shall be accepted if more than fifty percent of financial members present vote in favour of the resolution.

9. Membership

9.1 Financial Members

9.1.1 A financial member is any person with an interest in grain science having paid the AGSA Annual Membership Fee.

9.1.2 The membership year shall be from 1st July to 30th June of the following year.

9.2 AGSA Associates

9.2.1 Financial Members who have retired from active employment or have left the profession and wish to remain on the AGSA mailing list should apply to the Secretary in writing or by email to become an AGSA Associate. Associates are not required to pay membership fees, will not receive the rights and privileges of financial membership and are not entitled to vote at Annual General Meetings and Special General Meetings.

9.2.2 AGSA Associates may resume full financial membership by payment of the annual membership fee.

9.3 Life Members

9.3.1 Council may confer Life Membership on any person. Life Members shall remain on the AGSA Mailing List and enjoy all the benefits associated with financial membership. Life members may be conferred other privileges as determined from time to time by Council.

9.4 Fellows

9.4.1 All Guthrie, Life Members and Founders Award recipients of the RACI Cereal Chemistry Division shall be considered as Fellows of AGSA. All Guthrie and Bond awardees of AGSA are Fellows of AGSA. Council may by special resolution confer Fellowship on any member. Fellowship is an honorary title and no special membership privileges are conferred on Fellows. Fellows must be financial members of AGSA to hold elected office, to vote at the AGM and any Special General Meetings and to receive benefits of membership of the Association.

10. Committees

10.1 The Chairman of all AGM appointed committees shall report annually to the AGM.

10.2 Awards Committee

10.2.1 Council may appoint an Awards Committee Chairman. The Chairman shall have the power to co-opt additional Members providing such appointments are ratified by Council. The Awards Committee shall be responsible to Council for the administration of the following AGSA Awards:

- The F B Guthrie Grain Science Medal
- The Eric E Bond Award for Grain Science and Technology
- The Australasian Grain Science Association Service Award
- The Australasian Grain Science Association Life Membership Award
- The Australasian Grain Science Association Citation
- AGSA Scholarship Program
- The A B Blakeney Early Career Development Scholarship

10.2.2 The Awards Committee shall report annually to the AGM.

10.2.3 Guidelines and selection criteria for all Awards are available on the AGSA website.

10.3 Constitution Committee

10.3.1 Council may appoint a Constitution Committee Chairman. The Chairman shall have the power to co-opt additional Members.

10.3.2 The Constitution Committee shall be responsible to Council.

10.4 Methods Committee

10.4.1 Council may appoint a Methods Committee Chairman. The Chairman shall have the power to co-opt additional Members.

10.4.2 The Methods Chairman may recommend to Council or the AGM the formation of technical Sub-Committees.

10.4.3 The Methods Committee shall report annually to the AGM.

11. Disputes and Mediation

11.1 The grievance procedure set out in this by-law applies to disputes between:

11.1.1 a member and another member or

11.1.2 a member and AGSA.

11.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

11.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

11.4 The mediator must be:

11.4.1 a person chosen by agreement between the parties; or

11.4.2 in the absence of agreement, a person appointed by the Council; or

11.4.3 in the case of a dispute between a member and another member, a person appointed by the Council.

11.5 A member of AGSA can be a mediator.

11.6 The mediator cannot be a member who is a party to the dispute.

11.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

11.8 The mediator, in conducting the mediation, must:

11.8.1 give the parties to the mediation process every opportunity to be heard; and

11.8.2 allow due consideration by all parties of any written statement submitted by any party; and

11.8.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

11.9 The mediator must not force any resolution to the dispute.

11.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

12. Policies and Procedures Manual

12.1 The Secretary shall keep a manual of Council's Policies and Procedures.