

THE "....."
SPECIAL INTEREST GROUP
CONSTITUTION

1. NAME AND FORMATION

The name of the Special Interest Group (SIG) shall be the ".....Special Interest Group".

The SIG will be formed after consideration and acceptance of such a proposal by each and all of the Council / Executive Committees of the Australian and New Zealand College of Anaesthetists (ANZCA), the Australian Society of Anaesthetists (ASA), and the New Zealand Society of Anaesthetists (NZSA).

2. OBJECTIVE

The major objective of this SIG is the promotion of science and education by:

(a) the exchange of ideas between anaesthetists with a particular interest and involvement in ".....".

(b) interaction with other individuals / groups, who share an interest in ".....".

This SIG shall be responsible through the Anaesthesia Continuing Education Co-ordinating Committee (ACECC), to the parent organisations, namely the ANZCA, ASA and NZSA.

3. MEMBERSHIP

Membership will be of two types.

* **MEMBERS:** Fellows of ANZCA, or Ordinary Members of the ASA or NZSA who have a special interest in ".....".

***ASSOCIATE MEMBERS:** People with a special interest in "....." who are not entitled to be full members. They may include Associate Members of the ASA or NZSA, registered Trainees of ANZCA, allied health professionals or members of other related professional organisations.

Associate Members may only be admitted to membership after nomination by two full members of the SIG and approval by majority at a meeting of the Executive Committee of the SIG.

4. ACTIVITIES

The activities of the SIG may include:

4.1 Organisation of SIG scientific sessions at major annual scientific meetings / congresses.

congresses. Generally, each SIG is entitled to conduct one session during one annual scientific meeting of the ANZCA or ASA or NZSA per year or, alternatively, a satellite meeting of no more than one day in association with the annual scientific meeting. It is the responsibility of the SIG Executive Committee to decide on whether to request a segment of the scientific programme or a satellite meeting from the Organising Committee of the chosen annual scientific meeting. This request should be made in writing at least one year in advance of the meeting and continual liaison with the scientific programme convenor shall be maintained. If any request is denied due to excess other SIGs at the meeting, it is the responsibility of the ACECC to seek inclusion in other major scientific meetings / congresses.

- 4.2 Organisation of independent SIG meetings on other occasions with the approval of the ACECC.
- 4.3 Advice to the ACECC on the suitability of local and overseas experts to participate in meetings.
- 4.4 Provision of a resource with respect to the appropriate standards of care in the area of special interest.
- 4.5 Advice to the ACECC on the distribution of educational material.
- 4.6 Advice to ANZCA, ASA or NZSA on liaison with similar organisations in other regions of the world.

5. ADMINISTRATION

- 5.1 For administrative purposes the SIG shall negotiate and maintain a secretarial link with one of the parent organisations, i.e. ANZCA, ASA or NZSA, referred to subsequently in this document as the parent secretariat provider. This link will be confirmed in writing between the SIG and the parent secretariat provider and will apply for a period of six years. It will be reviewed in the fifth year for consideration for extension for a further six year period.
- 5.2 The SIG shall have an Executive Committee of up to nine full members, to represent each state of Australia and the ACT, New Zealand, and the Asia Pacific region. The SIG will determine with flexibility how each region shall best be represented.
- 5.3 An Annual General Meeting (AGM) of the SIG shall be held once in every calendar year at such time and place as determined by the SIG Executive. Members of the SIG shall receive at least 60 days notice of the AGM.
- 5.4 Membership of the Executive Committee shall be for a period of three years but members may be eligible for re-election for a total period of no longer than twelve years.
- 5.5 The Executive Committee shall have the power to co-opt up to two other members. Co-opted members of the Executive Committee will be non-voting members and may serve in this capacity for a maximum aggregate period of three years.

- 5.6 At its first meeting following the AGM of the SIG, the SIG Executive Committee shall elect, from amongst its members, a Chair whose term of office should not exceed an aggregate period of three years.
- 5.7 The Executive Committee will report on all activities to the ACECC and to the Council / Executive Committee of the ANZCA, ASA and NZSA.
- 5.8 An Annual Report of the SIG shall be prepared in conjunction with the parent body for the previous calendar year by the end of the second week in January. The report shall then be submitted to the ACECC and to each of the Council / Executive Committee of ANZCA, ASA and NZSA. The Annual Report thus submitted may be published in the ANZCA Bulletin, the ASA Newsletter and the NZSA Newsletter.

6. FINANCIAL STRUCTURE

6.1 FINANCIAL GUIDELINES

6.1.1 The stakeholders of the SIGs are the ANZCA, ASA and the NZSA.

6.1.2 These stakeholders are involved on a 50:40:10 basis respectively with respect to finances. These proportions approximately reflect the respective membership numbers of each of the parent organisations.

6.1.3 Each SIG will be aligned with a “parent secretariat provider” that is responsible for the reporting by that SIG and for its financial accounting. The parent secretariat is also responsible to have SIG account included in its annual audit process and public reporting.

6.1.4 Currently there are 16 SIGs –

a. Parent Secretariat Provider - ANZCA:

- Acute Pain
- Airway Management
- Anaesthesia and Critical Care in Unusual & Transport Environments
- Anaesthetists in Management
- Cardiothoracic, Vascular and Perfusion
- Day Care Anaesthesia
- Diving and Hyperbaric Medicine
- Medical Education
- Neuroanaesthesia
- Obstetric Anaesthesia
- Rural
- Simulator and Skills Training
- Trauma
- Welfare of Anaesthetists

b. Parent Secretariat Provider - ASA:

- Regional Anaesthesia
- History of Anaesthesia and Resuscitation

6.1.5 Each SIG is entitled to request up to \$10,000 in seed funds at the beginning of a calendar year, these funds being provided by the stakeholders (ANZCA, ASA and NZSA) on a 50:40:10 basis. Funding will be subject to the presentation to the parent body of a Financial Proposal. The Financial Proposal is to detail the expected activities the SIG intends to undertake, the budgeted income and the forecast expenditure.

6.1.6 Each SIG should aim to be self sufficient by budgeting for a 10 % surplus from its planned activities.

6.1.7 The Treasurer of each SIG will liaise with the financial manager of its respective parent secretariat provider with respect to reporting and recording financial activity throughout the year. A template report is to be completed and forwarded to the financial manager at least twice a year, approximately six months apart.

6.1.8 Each SIG (in conjunction with its parent secretariat provider) will prepare a Financial Report for the previous calendar year by the end of the second week in January. This will then be sent to the Treasurer of each of the parent organisations (ANZCA, ASA and NZSA) and the ACECC.

6.1.9 By 15 February each year, each parent secretariat provider will review the SIG's Financial Proposal for the forthcoming year and consider the Financial Report for the previous year. If appropriate, the parent body will then allocate a credit of seed funding up to a value of \$10,000. The SIG's Financial Proposal is to indicate an approximate schedule of spending for the seed funds. The parent body will arrange payment of the invoices when received and in accordance with the Financial Proposal, and then invoice or credit the other stakeholders for the seed funds provided on a 50:40:10 ratio (see item 6.1.2) within six weeks of the transfer.

6.1.10 The parent secretariat provider of any SIG which requires topping up of its seed money in any two consecutive years will investigate the efficacy of the SIG's management and advise the stakeholders on further funding options .

6.1.11 If credit in excess of \$10,000 is required for a specific purpose, the SIG should provide the details of this requirement in its annual Financial Proposal together with a time frame for the repayment of the credit.

6.1.12 Parent Organizations assume the financial risk, provide the tax free status and account (under the corporations law) for the financial activities of all SIGs. Both deficits and surpluses are owned wholly by the parent organizations. It is for this reason that funds in excess of seed monies will be reallocated at the end of each accounting period (31 December) back to the three parent bodies.

6.2 MANAGEMENT OF ACCOUNTS

6.2.1 An internal account shall be established by the parent secretariat provider in the name of "The XXXXXXXX SIG CE Account". Authorisation for any financial transactions from this account shall be by two persons, one being the SIG Chair or his or her nominee on the SIG Executive Committee and one being an appropriate representative of the parent secretariat provider.

6.2.2 Any surplus funds from meetings or activities will be held in the named internal account of the SIG (see 6.2.1). These funds are to be invested to accrue reasonable interest rates consistent with the return from current interest bearing deposits for 60 days.

6.2.3 All expenditure must be only for CE activities and SIG administrative expenses.

6.2.4 No funds shall be available from the named internal account of the SIG (see 6.1.1) for payment of travel or daily living allowances to members of the SIG in undertaking duties for the SIG.

6.3 CONTINUING EDUCATION (CE) MEETINGS OF THE SIG

The SIG shall not establish any separate bank account on behalf of the SIG except when a SIG CE meeting is being undertaken. In the latter case, EITHER a meeting book account within the parent secretariat provider SIG account shall be utilised OR a separate meeting bank account shall be opened in the name of the meeting by the parent secretariat provider (see 5.1).

6.3.1 A detailed budget should be prepared and submitted to the ACECC and Treasurer of the parent secretariat provider (see 5.1) as early as possible in the planning stage of the meeting. It is a guiding principle that CE meetings should overall be self-supporting.

6.3.2 If a separate meeting bank account is to be opened in the name of the meeting by the parent secretariat provider (see 5.1), there shall be three signatories to this working account: the SIG Chair, another SIG Executive Committee member and a member of the parent secretariat provider Executive Committee or its nominee. Cheques shall be payable with two of the three signatories.

6.3.3 The meeting book account within the parent secretariat provider SIG account or the meeting bank account shall be closed within three months of the end of the meeting by which time the final meeting report must be submitted to the ACECC and to the parent secretariat provider. Any surplus or deficit from the meeting will be transferred to the named internal account of the SIG (see 6.1.1).

6.3.4 Funding for invited speakers shall follow the "Guidelines for Conducting CME Meetings" (a maximum of two sponsored speakers are permitted at any SIG funded CE meeting).

6.4 SUBSCRIPTIONS

The SIG Executive Committee can levy an annual membership fee on Associate Members to cover administrative and other costs. The Committee will determine the fee, if appropriate, on an annual basis. This fee shall be due on the first day of January in each year. Where membership fees are outstanding on the first day of July following the due date, membership will be deemed to have lapsed.

7. GENERAL

7.1 The SIG Executive Committee shall be responsible for ensuring adherence to this Constitution. If difficulties or problems arise with such adherence, the SIG Executive Committee shall recommend appropriate action to the ACECC.

7.2 The SIG will be disbanded on a recommendation from:

7.2.1 the SIG Executive Committee to the ACECC, which may then recommend on this dissolution to the Council / Executive Committee of ANZCA, ASA and NZSA. Dissolution will only occur if all three parent organisations concur.

7.2.2 any one or more of the Council / Executive Committee of ANZCA, ASA and NZSA. Dissolution will only occur if all three parent organisations concur.

SPECIAL INTEREST GROUP
ADMINISTRATIVE GUIDELINES

1. ELECTION OF SPECIAL INTEREST GROUP EXECUTIVE COMMITTEE

- 1.1 Every three years, nominations for membership of the Executive Committee shall be sought from the Membership. It shall be left to the discretion of the Special Interest Group (SIG) Executive whether this is on a national or regional basis.
- 1.2 Nominations of candidates for election to the SIG Executive will be in the prescribed format (appendix 1) and must be signed by two full SIG Members and contain a consent to act if elected signed by the person nominated. Nomination forms must be forwarded to the Secretariat at least 45 days before the SIG Annual General Meeting (AGM).
- 1.3 If the number of candidates nominated and seconded for membership of the SIG Executive does not exceed the number of positions on that Committee, the names of all nominees shall be forwarded to the Chair in accordance with item 1.8.
- 1.4 If the number of candidates nominated and seconded for membership of the SIG Executive exceeds the number of vacancies, ballot lists shall be prepared containing the names of nominees in alphabetical order and shall be circulated to SIG Members at least 30 days before the SIG AGM.
- 1.5 When an election is necessary as established in item 1.4, there shall be a postal ballot held of all Members. Voting must be for the same number of nominees as there are vacancies to be filled. Voting papers must be returned to the Secretariat no later than 1700 hours on the closing date of the poll.
- 1.6 When a ballot has been held, the Chair of the SIG shall appoint two scrutineers to count the votes. The scrutineers must not be presenting for election. They shall notify the Chair of the number of votes cast for each nominee. Voting papers which do not comply with item 1.5 shall be declared invalid.
- 1.7 Where there is a tied vote for two or more nominees of whom only one can be elected, the Chair of the SIG shall exercise a casting vote.
- 1.8 The result of the ballot shall be forwarded to the SIG Chair before the SIG AGM where those duly elected will be appointed as the SIG Executive for the next three years.
- 1.9 Members of SIG Executive shall be appointed for three years but shall be eligible for re-appointment. Except with the approval of the SIG Executive, no Member shall serve on an SIG Executive Committee for longer than 12 years.
- 1.10 At its first meeting following the AGM of the SIG, the SIG Executive shall elect a Chair from amongst its members, a Chair whose term of office should not exceed an aggregate period of three years.

- 1.11 SIG Executives may co-opt up to two other Members for a special purpose. Such co-opted members may attend Committee meetings at the discretion of the Chair but shall have no voting rights. Co-opted Members shall be appointed annually by the SIG Executive for a maximum aggregate period of three years.
- 1.12 Any vacancy occurring during the term of the SIG Executive may be filled at its discretion.

2. ANNUAL GENERAL MEETING

The business of the AGM shall comprise:

- A Report from the Chair on the affairs of the SIG
- A Financial Report
- The result of the election for Elected Members of the SIG Executive
- Other business as approved by the SIG Executive.

3. QUORUM

A quorum for SIG Executive Meetings shall be decided at the first meeting of the new Committee and shall be not less than one third of elected and co-opted members.

No business shall be transacted unless a quorum is present within 30 minutes of the appointed time. If a quorum is not present then the meeting shall stand adjourned.

4. MEMBERSHIP

- 4.1 Applications for full Membership may be by:
- Indication on annual subscription forms of any of the three bodies.
 - Application to the Secretariat of the Parent Secretariat Provider
 - Application through the ACECC website

Applications for Associate Membership should be made on the SIG Application Form and should include nomination by two full members of the SIG.

- 4.2 The Parent Secretariat Provider will maintain a current list of SIG Members to be made available upon request to the three Parent Organisations and to Members of the SIG.
- 4.3 The annual fee to be paid by Associate Members shall be as determined from time to time by the SIG Executive and shall be payable on the first day of January in each year.

Associate Members admitted on or after the first day of July in any year shall pay half the annual Associate Membership fee for that year.

