



AGRONOMY
AUSTRALIA

THE AUSTRALIAN SOCIETY OF AGRONOMY INC.

RULES

Adopted
August 27 2019

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AUSTRALIAN SOCIETY OF AGRONOMY

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Agronomy Australia

THE AUSTRALIAN SOCIETY OF AGRONOMY INCORPORATED DRAFT UPDATED RULES

(updated August 2019)

1 PART ONE – PRELIMINARY

1.1 NAME

1.1.1 The name of the incorporated association is **The Australian Society of Agronomy Incorporated** (hereinafter called the 'Society').

1.1.2 The Society may use the registered business name 'Agronomy Australia' for promotional activities.

1.2 STATEMENT OF PURPOSES

1.2.1 The purpose of the Society shall be to advance agronomy by –

- a) convening and managing a National Conference approximately every two years or as otherwise determined by the Society at an Annual General Meeting;
- b) convening and managing other meetings as required;
- c) issuing publications;
- d) encouraging the interchange of ideas between agronomists, primary producers and representatives of relevant commercial and government organisations; and
- e) taking whatever other steps may be deemed necessary to further the purpose of the Society.

1.3 DEFINITIONS

1.3.1 In these Rules –

ACNC means the Australian Charities and Not-for-profits Commission;

Act means the *Association Incorporation Reform Act 2012* and, where applicable, includes any regulations made under that Act;

AGM refers to the Annual General Meeting of the Society;

Annual General Meeting is a general meeting of the Society other than a Special General Meeting;

Chairperson means the person chairing a meeting as required under Rule 5.1.1;

Executive Officer means the executive officer of the Society, if one is appointed;

Executive Management Committee means the office holder Members of the Management Committee, those Members being the President, Vice-President, Secretary and Treasurer, and, if applicable, the Executive Officer;

Executive Members means those Members who hold the offices of President, Vice-President, Secretary and Treasurer of the Society;

Financial Year means the 12 month period ending on June 30;

Future Conference Representative means a representative from the Management Committee designated with the responsibility of organising the National Conference immediately after the forthcoming National Conference;

General Meeting means a General Meeting of the members of the Society convened in accordance with part four of these Rules (AGM's and Special General Meetings), or in accordance with Rule 2.84 (Expulsion);

Management Committee means the committee having management of the business of the Society;

Management Committee Meeting means a meeting of the Management Committee held in accordance with these Rules;

Management Committee Member means a member of the Management Committee elected or appointed under these Rules;

Member means a natural person who is an ordinary member of the Society whose name appears on the Register of Members establishing and maintained according to Rule 2.5;

National Conference means (where the context permits) the main conference of the Society, which may be held once every two years, or whenever else the Society may determine;

President means the president of the Society;

Purposes of the Society means the purposes set out in Rule 1.2.1 (or as otherwise amended from time to time in accordance with these Rules, the Act or the Regulations), and Statement of Purposes shall have the same meaning;

Register of Members means a file (usually in electronic form) listing the Member's name, contact details, the date the Member's membership fees were paid, and such other details, as may be determined by the Management Committee;

Registrar means the Registrar of Incorporated Associations;

Regulations means the regulations made under the *Association Incorporation Reform Act 2012*;

Responsible Person is a person who has not been disqualified from managing a corporation nor disqualified by the ACNC from being a responsible person;

Rules mean the rules of the Society;

Secretary means the secretary of the Society;

Special General Meeting is a General Meeting of the Society other than an Annual General Meeting;

Special Resolution means a resolution that requires not less than three-quarters of the Members voting at an Annual General Meeting or a Special General Meeting, whether in person or by proxy, to vote in favour of the resolution;

Statement of Purposes means the Statement of Purposes of the Society set out in Rule 1.2.1, subject to such amendments as may from time to time be made according to these Rules, the Act and the Regulations;

Treasurer means the treasurer of the Society; and

Vice-President means the vice-president of the Society.

1.4 SCOPE AND INTERPRETATION

1.4.1 In these Rules (unless the context requires otherwise) –

- a) a reference to a function includes a reference to a power, authority and duty;
- b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- c) the laws of the State of Victoria and the Commonwealth of Australia apply to and in respect of these Rules;
- d) a reference to the singular shall include the plural, and the plural shall include the singular;
- e) a reference to a gender shall include a reference to all genders; and
- f) subject to the Act, the Society has power to do all things incidental or conducive to achieving its purposes.

1.5 SOCIETY IS A NOT-FOR-PROFIT ASSOCIATION

1.5.1 The assets and income of the Society shall be applied solely in furtherance of its above-mentioned objects and no portion of such assets or income shall be distributed directly or indirectly to the members of the Society except as bona fide compensation for services rendered or expenses incurred on behalf of the Society.

2 PART TWO – MEMBERSHIP

2.1 QUALIFICATIONS FOR MEMBERSHIP

2.1.1 Membership of the Society shall be open to any natural person who –

- a) supports the purposes of the Society; and

- b) pays the appropriate membership fee; and
- c) agrees to comply with these Rules; and
- d) is interested or engaged in the practice or scientific study of agronomy.

2.2 MEMBERSHIP CLASS AND FEES

- 2.2.1 The Society offers only one membership class, that being the class of ordinary Member.
- 2.2.2 The only subscription fee payable by a member shall be the membership fee, which shall be determined and reviewed annually by the Management Committee.
- 2.2.3 Should pro rata payment of the membership fee be introduced in the future, this fee shall be determined and reviewed annually by the Management Committee.
- 2.2.4 No entrance fee shall be payable.

2.3 APPLICATION FOR MEMBERSHIP

- 2.3.1 All applications for membership shall be made by completing either a National Conference registration form, a subscription payment invoice or a membership application form, and in each case, paying the membership fee.
- 2.3.2 Applicants must support the purposes of the Society and comply with these Rules.
- 2.3.3 Once the membership fee payment is received, the new Member's details will be added to the Register of Members.
- 2.3.4 An application for membership of the Society may be rejected by the Management Committee at any time after it is received. If an application is so rejected, any membership fee payment received by the Society from the applicant will be returned and no reason for the refusal of membership need be given to the applicant for the rejection of the application.

2.4 MEMBERSHIP RIGHTS AND ENTITLEMENTS

- 2.4.1 The right to hold an office in the Society and to vote at meetings of the Society shall be restricted to Members of the Society who have paid their membership fee.
- 2.4.2 Subject to these Rules, each Member is entitled to one vote at a meeting of the Society.
- 2.4.3 Unless otherwise stated in the Rules, a Member unable to attend a meeting may cast his or her vote via a proxy in accordance with Rule 6.2.
- 2.4.4 Membership –
 - a) cannot be transferred to another person; and
 - b) terminates upon cessation of the Member's membership.

2.5 REGISTER OF MEMBERS

- 2.5.1 The Society shall keep and maintain a Register of Members that includes the Member's name, contact details, the date the Member's membership fees were paid, and such other details, as may be determined by the Management Committee.

- 2.5.2 The Management Committee shall appoint a person to keep and maintain the Register of Members.
- 2.5.3 Subject to the Act, other relevant legislation and Rule 7.8, Members may inspect the Register of Members but, for privacy and or other legal reasons, personal information of one or more Members recorded in the Register of Members may be restricted in certain circumstances. Where an inspection of the Register of Members is requested, the request must be made in writing. The Secretary shall nominate the place and the time where the Register of Members may be inspected and the Member requesting the inspection and the Secretary shall agree on the place and the time in writing prior to the inspection taking place.
- 2.5.4 Members shall not use information about a person obtained from the Register of Members to contact or send material to the person other than for sending a Society newsletter, a Society notice in respect of a meeting or other relevant event, or other material relating to the Society or any other purpose necessary for the Society to comply with a requirement of the Act or a Regulation under the Act.

2.6 CESSATION AND TERMINATION OF MEMBERSHIP

- 2.6.1 A person ceases to be a Member of the Society if the person –
- a) dies; or
 - b) resigns membership from the Society; or
 - c) is expelled from the Society; or
 - d) fails to renew his or her membership within a nine (9) month period following the AGM; or
 - e) becomes a bankrupt person; or
 - f) becomes a represented person under the *Guardianship and Administration Act 1986*.
- 2.6.2 If a person ceases to be a Member of the Society, the Register of Members shall be updated as soon as practicable by recording the date on which the Member ceased to be a Member.

2.7 RESIGNATION

- 2.7.1 A Member of the Society who has paid all money due and payable to the Society may resign by providing a notice in writing to the Secretary (and copied to the Society's national office), with the resignation being effective immediately upon receipt by the Secretary of the notice.
- 2.7.2 If a Member of the Society ceases to be a Member under Rule 2.7.1, and in every other case where a Member ceases to be a Member of the Society, the Secretary or person nominated to manage the Register of Members must make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.
- 2.7.3 Subject to these Rules, membership fees in the case of cessation or termination of membership are non-refundable.

2.8 EXPULSION

- 2.8.1 Subject to these Rules, and subject in particular to there not being a relevant grievance procedure under Rule 2.10 instigated by the relevant Member, or if one has been instigated

that has not been completed, then subject to the grievance procedure being completed, or if such a grievance procedure has been completed, subject always to the outcome of that grievance procedure, the Management Committee may by resolution expel a Member from the Society if the Management Committee is of the opinion that the Member has persistently refused or neglected to comply with a provision of these Rules or has been guilty of conduct unbecoming of a Member or prejudicial to the interests of the Society.

2.8.2 Subject to these Rules, a resolution of the Management Committee under Rule 2.8.1 –

- a) does not take effect unless the Management Committee, at a Management Committee Meeting held not earlier than 35 days and not later than 49 days after the service on the Member of notice under Rule 2.8.3, confirms the resolution in accordance with this Rule 2.8.2; and
- b) where the Member exercises a right of appeal to the Society in General Meeting under these Rules, a resolution under Rule 2.8.1 does not take effect unless the Society in General Meeting confirms the resolution in accordance with Rule 2.8.7 a).

2.8.3 Where the Management Committee passes a resolution under Rule 2.8.1, the Secretary shall, within 7 days after the passing of the resolution, cause to be served on the Member a notice in writing –

- a) setting out the resolution of the Management Committee and the grounds on which it is based; and
- b) stating that the Member may address the Management Committee at a Management Committee Meeting dedicated solely to hearing the address of the Member (hereinafter referred to as the 'Hearing') to be held not earlier than 14 days and not later than 21 days after service of the notice; and
- c) stating the date, place and time of that Hearing; and
- d) informing the Member that he or she may do one or more of the following:
 - i) attend that Hearing;
 - ii) give to the Management Committee, at or before the date of that Hearing, a written statement seeking the revocation of the resolution;
 - iii) give to the Management Committee, before the Hearing, a written statement agreeing with the Management Committee's resolution and directing that the Hearing not proceed; and or
 - iv) not later than 7 days before the date for the Hearing, lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Society in General Meeting against the resolution (hereinafter referred to as the 'Appeal'). If the Member elects to Appeal, the Appeal shall take the place of the Hearing and the Hearing shall not proceed.

2.8.4 Where the Secretary receives a notice of Appeal against expulsion under Rule 2.8.3 d) iv) on behalf of the Management Committee, the Management Committee shall convene a General Meeting of the Society to be held within 28 days after the date on which the Secretary received the notice.

- 2.8.5 At a Hearing held in accordance with Rule 2.8.3, the Management Committee –
- a) shall give to the Member an opportunity to be heard; and
 - b) shall give due and fair consideration to any written statement submitted by the Member; and
 - c) shall, by resolution, determine whether to confirm or to revoke the resolution in respect to the Member;
 - d) voting on a resolution referred to in Rule 2.8.5 c) shall be by secret ballot and only by those on the Management Committee present at the Hearing; no votes shall be registered by proxy.
- 2.8.6 At an Appeal to the Society in General Meeting held in accordance with Rule 2.8.4, the Society –
- a) shall not transact any business other than the business relating to the Appeal;
 - b) shall permit the Management Committee to place before the Appeal meeting details of the grounds for the resolution it made in respect to the Member and the reasons it relied on for the passing of that resolution;
 - c) shall permit the Member concerned to have a fair opportunity to be heard; and
 - d) shall require all the Members present to vote by secret ballot on the question as to whether the relevant resolution should be confirmed or revoked; no votes shall be registered by proxy.
- 2.8.7 If, at a General Meeting of the Society convened under Rule 2.8.4 in respect to an Appeal, –
- a) the votes cast by at least three quarters of the Members present are cast in favour of the confirmation of the relevant resolution, the resolution is confirmed;
 - b) in any other case, the relevant resolution is revoked; and
 - c) the Chairperson at such a meeting shall be entitled to only one vote.

2.9 MEMBER LIABILITIES AND OBLIGATIONS

- 2.9.1 The liability of a Member of the Society to contribute towards the payment of the debts and liabilities of the Society, or the costs, charges and expenses of the winding up of the Society, is limited to the amount, if any, unpaid by the Member in respect of his or her membership of the Society as required by Rule 2.2.
- 2.9.2 Members are obliged to comply with the Rules of the Society.

2.10 GRIEVANCE PROCEDURE

2.10.1 A Member –

- a) may invoke the grievance procedure set out in this Rule 2.10 in respect to disputes under these Rules between—
 - i) a Member and another Member;
 - ii) a Member and a committee or a sub-committee of the Society; or

iii) a Member and the Society; but

b) shall not initiate a grievance procedure after an expulsion procedure under Rule 2.8 has been completed.

2.10.2 The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.

2.10.3 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 2.10.2, the parties must within ten (10) days –

a) notify the Management Committee of the dispute in writing; and

b) agree to or request the appointment of a mediator; and

c) attempt in good faith to settle the dispute by mediation.

2.10.4 The mediator must be –

a) a person chosen by agreement between the parties; or

b) in the absence of agreement –

i) if the dispute is between a Member and another Member – a person appointed by the Management Committee; or

ii) if the dispute is between a Member and the Management Committee or the Society – a person appointed or employed by the Dispute Settlement Centre of Victoria.

2.10.5 A mediator appointed by the Management Committee may be a member or former Member of the Society but in any case must not be a person who –

a) has a personal interest in the dispute; or

b) is biased in favour of or against any party.

2.10.6 The mediator to the dispute, in conducting the mediation, must –

a) give each party every opportunity to be heard; and

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

c) ensure that natural justice is accorded to the parties throughout the mediation process.

2.10.7 The mediator must not determine the dispute.

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

3 PART THREE – MANAGEMENT

3.1 Management Committee and Executive Management Committee

3.1.1 The management of the affairs of the Society shall be vested in a Management Committee and an Executive Management Committee, each of which shall be subject to the provisions of these Rules. The Executive Management Committee shall have responsibility for implementing decisions of the Management Committee and the direct handling of formal Society business on behalf of the Management Committee.

3.2 Composition of Management Committee and Executive Management Committee

3.2.1 The Management Committee shall consist of the office-bearers of the Society (the Executive Members) together with a minimum of four ordinary Members.

3.2.2 The Executive Members of the Society are defined in Rule 1.3.1 and consist of the President, Vice-President, Secretary and Treasurer. An office-bearer may not hold more than one office-bearer position.

3.2.3 The Executive Management Committee shall consist of the Executive Members, and, if applicable, the Executive Officer. The Executive Officer (if one is appointed) shall not have voting rights in respect to any Society business.

3.2.4 Management Committee members shall –

- a) include Members with experience in editing proceedings, organising field trips, developing programmes, hosting speakers, sourcing sponsorship, organising social events and other skills as proposed from time to time by the Executive Management Committee; and
- b) include one representative from the next (future) National Conference organising group; and
- c) include the immediate-past-President or a proxy from the previous Management Committee (but in either case, the person must be a Member) as an ex-officio member of the Management Committee; and
- d) use their best endeavours to ensure the Executive Management Committee can perform its responsibilities and other Society business smoothly; and
- e) preferably reside in the same State or Territory of Australia, (with the possible exception of the Future Conference Representative and the Executive Officer).

3.3 Duties and Roles of Executive Members and Management Committee Members

3.3.1 The Management Committee members (acting as the Management Committee) shall –

- a) be responsible persons;
- b) act with reasonable care and diligence;
- c) act honestly and fairly in the best interests of the Society and for its purposes;
- d) not misuse their position or the information they gain as responsible persons;
- e) forthwith disclose any conflicts of interest they may have;
- f) ensure that the financial affairs of the Society are managed responsibly;
- g) not to allow the Society to operate while it is insolvent;

- h) ensure that active participation in plenary sessions be sought from primary producer organisations, relevant state and federal government agencies and private and public organisations concerned with agriculture and resource management, research and development;
- i) invite an overseas visitor (when circumstances permit) to review a field of interest and importance to the membership;
- j) shall be responsible for the National Conference program (and any other conferences the Society may decide to arrange) and including the arrangements for keynote speakers, conference proceedings, conference field trips, conference dinners and conference awards;
- k) sponsorship matters; and
- l) the financial statements of the Society and such other business of the Society that may arise from time to time.

3.3.2 The President (and, where applicable, the Vice-President) shall –

- a) have the responsibility for the successful functioning of the Society with the goal of achieving its Statement of Purposes;
- b) ensure the Society meets its legal obligations;
- c) subject to Rule 5.1.1, preside over all meetings of the Society (including a Hearing or an Appeal referred to in Part Two of these Rules); and
- d) may represent the Society at official activities and act as the Society's spokesperson when public statements or actions are appropriate.

3.3.3 The Secretary shall –

- a) attend and take notes at all meetings of the Society (including a Hearing or an Appeal referred to in Part Two of these Rules) in order to produce an accurate set of minutes (or, where applicable, a record) for subsequent distribution to the Management Committee, the Executive Management Committee, or the Society's Members, as the case may require, recording the Members present and the business discussed at the meeting. In respect to a meeting of the Society other than a General Meeting, the Executive Management Committee may direct a delegation of the Secretary's duties to another Member who may be present at the relevant meeting if the Secretary cannot be present;
- b) prepare and distribute accurate minutes showing appointments of office-bearers and other members of the Management Committee, the Executive Management Committee, the names of members of the Management Committee present at a Management Committee Meeting or an Executive Management Committee Meeting or a General Meeting and all proceedings at Management Committee Meetings, Executive Management Committee Meetings and General Meetings (and including a Hearing or an Appeal referred to in Part Two of these Rules);
- c) in consultation with the President, prepares the agenda for all meetings;
- d) ensure the details for all responsible persons and or Management Committee Members are accurate and recorded with relevant authorities to comply with relevant legislation;

- e) lodge the annual statement and ensure the Society is compliant with Australian laws; and
- f) in a National Conference year, receive Society award applications and forward them in confidence to the relevant award committees referred to in Part Eight of the Rules and, in a timely fashion, notify the winners of the relevant awards prior to the National Conference.

3.3.4 The Treasurer shall –

- a) be responsibility for the sound financial management of the Society;
- b) ensure all money due to the Society is collected and received and that all payments authorised by the Society are made in accordance with Rule 7.1;
- c) maintain accurate books and accounts showing the financial affairs of the Society, including full details of all receipts and expenditure connected with the activities of the Society;
- d) prepare financial reports for every Management Committee Meeting;
- e) prepare financial statements for every AGM;
- f) prepare a budget for adoption by the Management Committee at the start of each financial year;
- g) provides accounts to the approved accountant or auditor for the Society to allow for the preparation of the required financial statements of the Society; and
- h) ensure the financial statements from the previous National Conference are presented to the Management Committee within twelve months after the Conference closing date.

3.4 Powers of the Management Committee

3.4.1 Subject to the Act, the Regulations and these Rules, and to any resolution passed by the Society in General Meeting, the Management Committee –

- a) is to control and manage the affairs of the Society; and
- b) may exercise all such functions as may be exercised by the Society, other than those functions that are required by these Rules to be exercised by a General Meeting of the Members of the Society; and
- c) has power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the affairs of the Society.

3.4.2 The Management Committee may delegate any of its powers and functions other than this power of delegation or a duty imposed on the Management Committee by the Act or any other law. The delegation must be in writing and may be subject to the conditions and limitations the Management Committee considers appropriate. The Management Committee may, in writing, revoke a delegation wholly or in part.

3.4.3 The Management Committee may establish sub-management committees consisting of members with terms of reference it considers appropriate. The Management Committee has the power to co-opt persons (either Members or non-Members) to sub-management

committees created for the purpose of carrying out the affairs of the Society, and to delegate any of its responsibilities to such sub-management committees. The Management Committee has, and shall always retain, the power to disband a sub-management committee.

3.5 Elections and Terms of Office

- 3.5.1 A person nominated as a candidate for election as an office-bearer or as an ordinary member of the Management Committee must be a Member of the Society who has paid all membership subscriptions due and payable to the Society and who is not otherwise disqualified from serving on the Management Committee.
- 3.5.2
- a) The Executive Members and the ordinary members of the Management Committee, (but not including the Executive Officer), shall be elected at the AGM.
 - b) The AGM shall be held at the National Conference, but if the National Conference is not held within one year of the last AGM, then the AGM shall be held before the next National Conference and within one year of the last AGM.
 - c) The members of the Management Committee shall hold office from the time they are elected at the AGM and they shall continue to hold office, subject to these Rules, until the election of the next members of the Management Committee at the next AGM held at the national conference.
 - d) Subject to Rule 3.5.2 e), the Executive Members of the Executive Management Committee shall change at the same time as the changes to the elected members of the Management Committee occur.
 - e) To the extent necessary, the outgoing Executive Management Committee may continue to operate until the accounts for the National Conference are finalised (if the AGM is held in conjunction with a National Conference) and or until the incoming Executive Management Committee has attended to the authorisations for the relevant bank signatories.
- 3.5.3 Nominations of candidates shall be made in writing on nomination forms prescribed by the Society. The prescribed forms shall be endorsed by two financial members, signed by the candidate and forwarded electronically to both the Secretary and the national office of the Society at least ten (10) days before the date fixed for the holding of the AGM at which the election is to take place.
- 3.5.4 If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected.
- 3.5.5 Any vacant positions remaining on the Management Committee shall be deemed to be casual vacancies and managed under Rule 3.6.2
- 3.5.6 If the number of nominations received to fill all vacancies on the Management Committee is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 3.5.7 If the number of nominations received to fill all vacancies on the Management Committee exceeds the number of vacancies to be filled, a ballot is to be held. The ballot for the election of office-bearers and ordinary Management Committee Members of the Management

Committee is to be conducted at the AGM in such usual and proper manner as the Management Committee may direct.

3.5.8 An Executive Officer (an 'EO') of the Society –

- a) may be appointed by the Executive Members acting together as a sub-committee of the Society for the specific purpose of appointing and or managing the position of the EO;
- b) may be appointed prior to a current Executive Officer's contract expiring;
- c) will hold the position of Executive Officer for one (1) year unless otherwise stated, but shall not hold the position for more than two (2) years unless a re-appointment is made;
- d) will participate in the meetings of the Society as required by the President;
- e) will not have any voting rights at any meetings of the Society; and
- f) will perform such duties and reporting requirements for the Society as will be documented in a written contract between the Society and the EO.

3.6 Vacancies in the Management Committee or in the Executive Management Committee

3.6.1 A vacancy in the Management Committee or in the Executive Management Committee may occur if no nominations are received at the AGM, a Member resigns, dies, is removed by special resolution, becomes bankrupt or becomes a represented person under the Guardianship and Administration Act 1986.

3.6.2 In the event of a vacancy due to no nominations being received at the AGM (whether the AGM is held at a National Conference or not), Management Committee Members will be appointed by the Executive Management Committee at its first meeting after the AGM and such persons so appointed shall hold office until the next AGM (and whether that AGM is held at the next National Conference or not).

3.6.3 In the event of a vacancy occurring during the term of a Management Committee Member, such vacancy shall be filled by a Member of the Society, by invitation and at the discretion of the Management Committee.

3.7 Management Committee Meetings

3.7.1 Convening of a Management Committee Meeting

- a) The President of the Society may, whenever considered appropriate, convene a meeting of the Management Committee.
- b) The Secretary shall send to all Management Committee members, at the address appearing on the Register of Members, a notice stating the place, date and time of the meeting and the business to be transacted at the meeting.
- c) Unless it is not practicable to do so, Management Committee members shall be provided with not less than two (2) weeks notice and attendance is to be either in person or via teleconference.

3.7.2 Business at a Management Committee Meeting

At a Management Committee meeting, the business to be transacted by the Society shall be to –

- a) confirm the minutes of the last preceding Management Committee meeting and review actions undertaken since the last meeting;
- b) receive reports from Executive Members and representatives of sub-management committees of the Management Committee;
- c) monitor the financial position of the Society and receive the financial statements;
- d) receive relevant conference reports from the conference organiser and Management Committee members; and
- e) within twelve (12) months after a National Conference, receive and consider the financial statements relevant to that National Conference.

3.8 Quorums for Meetings

3.8.1 At all meetings of the Management Committee, five members shall form a quorum and the quorum must include a minimum of two members of the Executive Management Committee;

3.8.2 At all meetings of the Executive Management Committee three members shall form a quorum;

3.9 Post-Conference Sub-Management Committee of the Management Committee

3.9.1 Following an AGM held at a National Conference, the outgoing Management Committee shall be immediately reconvened as the 'Post-Conference Sub-Management Committee of the Management Committee' and, as such, it shall be charged with the specific responsibility of winding-up the affairs of that National Conference but subject always to the incoming Management Committee having the ultimate responsibility for the oversight of the affairs of the Society.

4 PART FOUR – GENERAL MEETINGS

4.1 Annual General Meetings

4.1.1 Convening of an Annual General Meeting

- a) An Annual General Meeting shall be held annually.
- b) The date for the holding of the AGM shall be fixed by the Management Committee with consideration to be given to holding the AGM at the National Conference if the year is a year in which the National Conference is to be held.

4.1.2 Business at an Annual General Meeting

At an AGM, the business to be transacted by the Society shall be to –

- a) confirm the minutes of the previous AGM and of any General Meeting held since that meeting;

- b) receive reports from the Management Committee;
- c) elect the Executive Members and the ordinary members of the Management Committee;
- d) receive and consider the financial statements of the Society;
- e) comply with relevant legislation with regard to reporting; and
- f) amend the Rules by Special Resolution, if required.

4.1.3 Notice for an Annual General Meeting

- a) The Management Committee shall convene an AGM by providing not less than twenty-one (21) days notice in writing to the Members.
- b) The Secretary shall send to all Members of the Society, at the address appearing on the Register of Members, a notice stating the place, date and time of the AGM. The notice shall include a description of the business to be transacted at the AGM and, if relevant, the full details of any Special Resolution proposed for adoption at that meeting.

4.1.4 Quorum for an Annual General Meeting

- a) Twenty (20) Members shall constitute a quorum at the AGM.
- b) Members may attend in person or via teleconference.

4.1.5 Presiding Member for an Annual General Meeting

The Chairperson at an AGM shall be the person described in Rule 5.1.1.

4.1.6 Adjournment of an Annual General Meeting

- a) The Chairperson at an AGM at which a quorum is present may, with the consent of the majority of Members present at that meeting, adjourn the meeting from time to time and from place to place, but no business shall be conducted on the resumption of any adjourned meeting other than the business left unfinished when the meeting was adjourned.
- b) Where an AGM is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the details of the adjournment and the proposed resumption of the adjourned meeting to each Member of the Society stating the place, date and time of the subsequent meeting and the nature of the business to be transacted at that meeting.
- c) Except as provided in Rule 4.1.6 b), notice of an adjournment of an AGM or of the business to be transacted at the resumption of an adjourned meeting is not required to be given.
- d) Subject to these Rules, notwithstanding that a Member did not attend an AGM that was adjourned, such a Member shall be entitled to attend at a subsequent meeting of an adjourned AGM and shall be entitled to vote at that subsequent meeting.

4.1.7 Voting at an Annual General Meeting

- a) At any AGM of the Society all resolutions other than those proposing changes to these Rules or the Statement of Purposes shall be decided by a simple majority on show of hands.
- b) In the event of an equality of votes the Chairperson shall have an additional casting vote.

4.1.8 Special Resolutions at an Annual General Meeting

- a) These Rules and or the Statement of Purposes may only be altered by a Special Resolution approved by at least three-fourths of financial Members attending the AGM (or a Special General Meeting) personally (or by a Member's proxy).
- b) Notice of any proposed amendment to these Rules or the Statement of Purposes must be supported by the signatures of not less than five (5) financial Members and sent to all financial Members not less than twenty-one (21) days before the meeting.

4.2 Special General Meetings

4.2.1 Convening of a Special General Meeting

- a) A Special General Meeting shall be held as the need (as determined by the Management Committee) arises.
- b) Notwithstanding the rights of Members under Rule 4.2.8, a Member may, in writing, request that the Management Committee consider holding a Special General Meeting to consider a particular matter. Subject to the rights of Members under Rule 4.2.8, the Management Committee shall have the discretion to either agree with the Member's request or refuse it.
- c) The date for a Special General Meeting shall be fixed by the Management Committee.

4.2.2 Business at a Special General Meeting

At a Special General Meeting, the business to be transacted by the Society shall be to –

- a) deal with the specific purpose the meeting was called for; and or
- b) to amend the Rules and or the Statement of Purposes by Special Resolution.

4.2.3 Notice for a Special General Meeting

- a) The Management Committee shall convene a Special General Meeting by providing not less than twenty-one (21) days notice in writing to the Members.
- b) The Secretary shall send to all Members of the Society, at the address appearing on the Register of Members, a notice stating the place, date and time of the Special General Meeting. The notice shall include a description of the business to be transacted at the Special General Meeting including the full details of any Special Resolution(s) proposed for adoption at that meeting.

4.2.4 Quorum for a Special General Meeting

- a) Twenty (20) Members shall constitute a quorum at a Special General Meeting.
- b) Members may attend in person or via teleconference.

4.2.5 Presiding Member for a Special General Meeting

The Chairperson at a Special General Meeting shall be the person described in Rule 5.1.1.

4.2.6 Adjournment of a Special General Meeting

- a) The Chairperson at a Special General Meeting at which a quorum is present may, with the consent of the majority of Members present at that meeting, adjourn the meeting from time to time and from place to place, but no business shall be conducted on the resumption of any adjourned meeting other than the business left unfinished when the meeting was adjourned.
- b) Where a Special General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the details of the adjournment and the proposed resumption of the adjourned meeting to each Member of the Society stating the place, date and time of the subsequent meeting and the nature of the business to be transacted at that meeting.
- c) Except as provided in Rule 4.2.6 b), notice of an adjournment of a Special General Meeting or of the business to be transacted at the resumption of an adjourned meeting is not required to be given.
- d) Subject to these Rules, notwithstanding that a Member did not attend a Special General Meeting that was adjourned, such a Member shall be entitled to attend at a subsequent meeting of an adjourned Special General Meeting and shall be entitled to vote at that subsequent meeting.

4.2.7 Voting at a Special General Meeting

- a) At a Special General Meeting all resolutions other than those proposing changes to these Rules or to the Statement of Purposes (which require Special Resolutions) shall be decided by a simple majority on the show of hands.
- b) In the event of an equality of votes, the Chairperson shall have an additional casting vote.

4.2.8 Special General Meeting Held at Request of Members

- a) The Management Committee must convene a Special General Meeting if a request to do so is made in accordance with Rule 4.2.8 b) by at least ten per cent (10%) of the total number of Members.
- b) A request for a Special General Meeting must –
 - i) be in writing; and
 - ii) state the business to be considered at the meeting and the details of any resolutions to be proposed, and if a Special Resolution is proposed, the details must include the full details of such a Special Resolution; and
 - iii) include the names and signatures of the Members requesting the meeting; and
 - iv) be given to the Secretary.

- c) If the Management Committee does not convene a Special General Meeting within one (1) month after the date on which the request is made, the Members making the request (or any of them) may convene the Special General Meeting.
- d) A Special General Meeting convened by Members under Rule 4.2.8 c) –
 - i) must be held within three (3) months after the date on which the original request was made; and
 - ii) may only consider the business stated in that request.
- e) The Society must reimburse all reasonable expenses incurred by the Members convening a Special General Meeting under Rule 4.2.8 c).
- f) To the extent that the other provisions of this Rule 4.2 are not inconsistent with this Rule 4.2.8, such other provisions shall apply to a Special General Meeting held under this Rule 4.2.8.

5 PART FIVE – CHAIRPERSON FOR MEETINGS

5.1 Chairperson at Meetings

5.1.1 The President shall be the Chairperson at AGM's, General Meetings, Management Committee Meetings, and at Executive Management Committee meetings of the Society. If the President is absent, or unable to preside, the Vice-President shall preside, but if the Vice-President is also absent, or unable to preside, the members of the Management Committee present will select the Chairperson. A sub-committee of the Society may be chaired by a person nominated by the Executive Management Committee.

6 PART SIX – VOTING GENERALLY AND PROXY VOTES

6.1 Voting - General

- 6.1.1 Subject to these Rules, at a meeting of the Society all resolutions other than those requiring Special Resolutions shall be decided by a simple majority on the show of hands (and including proxy votes, if not specifically excluded).
- 6.1.2 Notwithstanding Rule 6.1.1, a resolution of the Management Committee (but not a resolution under Rule 2.8 [Expulsion]) shall require an absolute majority of the Management Committee members. The expression 'absolute majority of the Management Committee members' means a majority of the Management Committee Members currently holding office and entitled to vote at the time (as distinct from a majority of Management Committee members present at a particular Management Committee Meeting).

6.2 Proxy Votes

- 6.2.1 Where voting by proxy is permitted under the Rules of the Society –

- a) A Member may appoint another Member as his or her proxy to vote and speak on his or her behalf at a meeting of the Society other than at a meeting involving a Hearing or an Appeal under Rule 2.8 (Expulsion).
- b) The appointment of a proxy must be in writing and signed by the Member making the appointment.
- c) The Member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the Member in any manner he or she deems fit.
- d) If the Management Committee has not approved a form for the appointment of a proxy, the Member may use any other document that clearly identifies the person appointed as the Member's proxy and that has been signed by the Member. If a proxy form has been approved by the Management Committee for use, then that form must be used.
- e) Notice of a Society meeting given to a Member where a proxy can be used, must—
 - i) state that the Member may appoint another member as a proxy for the meeting; and
 - ii) include a copy of any proxy form that the Management Committee has approved for the appointment of a proxy.
- f) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- g) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Secretary no later than 24 hours before the commencement of the meeting.

7 PART SEVEN – MISCELLANEOUS

7.1 Funds Management

7.1.1 Source and Application of Funds

- a) The funds of the Society may be derived from annual membership fees, National Conference fees and registrations, other conference fees, donations, fund-raising activities, grants, interest and any other sources approved from time to time by the Management Committee.
- b) Subject to any resolution passed by the Society in General Meeting that is not in breach of the Act or the Rules, the funds of the Society shall be used in pursuance of the Purposes of the Society in such a manner as determined by the Management Committee or by a resolution at a General Meeting of the Society.

7.1.2 All funds received by or belonging to the Society shall be placed in one or more bank accounts in the name of the Society and managed as follows –

- a) all withdrawals from a Society bank account must be approved in accordance with Rule 7.1.2 b);

- b) all withdrawals requires two signatories, the first being initiated by the Treasurer and then confirmed by countersigning by one other signatory;
- c) the Treasurer would normally initiate all withdrawals, but in the event of the Treasurer being unable to perform this duty, another 'authorised signatory' may initiate the withdrawal. Any such 'authorised signatory' must be authorised in writing by the Executive Management Committee before signing any withdrawal in place of the Treasurer;
- d) a 'general operating expenses account' shall be operated by the Treasurer to meet the legitimate expenses of the Society. A 'general operating expenses account' shall take the form of a bank account, or a sub-account of one of the bank accounts, of the Society;
- e) expenditure from Society bank accounts (or any other Society funds) will be recorded and presented to at the next Management Committee Meeting by the Treasurer for approval by majority vote of the Management Committee;
- f) if required, a 'reserve fund' or a number of 'reserve funds' shall hold all surplus funds generated by a National Conference of the Society. A 'reserve fund' shall take the form of a sub-account in one or more of the bank accounts of the Society; and
- g) expenditure from any Society reserve fund may be approved either by a majority vote of the Management Committee, or by a resolution passed at a General Meeting.

7.1.3 The Treasurer shall keep proper books of accounting showing all monies received and expended by the Society.

7.1.4 In accordance with current statutory requirements, a qualified auditor or accountant may be appointed at each AGM, but no Member of the Society shall be eligible for this appointment.

7.1.5 The Society shall retain its financial records for seven (7) years after the transactions covered by the records are completed.

7.1.6 For each Financial Year, the Society must ensure that the requirements under the Act relating to the financial statements of the Society are met.

7.1.7 Without limiting the scope of Rule 7.1.6, those requirements include –

- (a) the preparation of the financial statements;
- (b) if required, the review or auditing of the financial statements;
- (c) the certification of the financial statements by the Management Committee;
- (d) the submission of the financial statements to the Annual General Meeting of the Society; and
- (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

7.2 Alteration of Purposes and Rules

7.2.1 The Statement of Purposes (or any part of the Statement of Purposes) and Rules (or any part of the Rules), or the making of any additional rules for inclusion as a Rule of the Society, can only be made, altered, or rescinded in accordance with the Act and as the result of a Special

Resolution at a General Meeting of the Society, at which there is at least a three fourths majority of Members in favour.

- 7.2.2 Notice of any proposed additional rule, or alteration or rescission of any part of the Statement of Purposes or the Rules, must be supported by the signature of not less than five (5) Members and must be sent to all Members not less than twenty-one (21) days before the date of the General Meeting.
- 7.2.3 Before any Special Resolution made by the Society can take effect under this Rule 7.2, it must be first sent to, and be approved by, the Registrar.

7.3 Custody, Archive and Destruction of Society Records

- 7.3.1 Except as otherwise provided in these Rules, the Secretary (and the EO, if applicable) shall organise electronic storage of all files, books, documents and securities of the Society and a backup copy of all electronic files.
- 7.3.2 Subject to the Rules, correspondence, receipts, exchanges, and other records of the Society not otherwise provided for in these Rules, shall be retained by the Society for at least four (4) years, but after the expiration of that period the Management Committee may authorise the destruction of such records.
- 7.3.3 Minutes of meetings of the Society, all reports submitted by the Society, and any deeds or agreements involving the Society, shall be retained indefinitely.
- 7.3.4 Financial statements shall be held for the period set out in Rule 7.1.5, or for a longer period if required by the Australian Taxation Office.
- 7.3.5 The incumbent Executive Management Committee shall provide the incoming Executive Management Committee with an electronic handbook containing minutes of meetings and relevant operating guidelines.

7.4 Society Communication

- 7.4.1 The Society shall produce and make available news and communications to all financial Members that assist in meeting the Purposes of the Society.

7.5 Service of Notice

- 7.5.1 For the purpose of these Rules, a notice may be served by or on behalf of the Society upon any Member either personally, electronically or sending it by post to the Member at the Member's address shown in the Register of Members.
- 7.5.2 Where a document is sent to a person by properly addressing, prepaying and posting a letter containing a document, or by sending it electronically to the Member's email address shown in the Register of Members with the appropriate attachment, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules, to have been served on the person at the time at which either the letter would have been delivered in the ordinary course of post or the person would have received the email transmission.

7.6 Winding Up and Distribution of Dividends and Assets

- 7.6.1 The Society may voluntarily wind itself up if the Society has by Special Resolution resolved that it be wound up.

- 7.6.2 The Society shall not distribute any dividend or bonus to its Members or former Members.
- 7.6.3 Subject always to the Act, the Society shall not, during its operation as an association under the Act, or upon its winding up, or upon the cancellation of its incorporation as an association under the Act, distribute its assets or any surplus assets to any Members or former Members of the Society and nor shall the Society distribute its assets or any surplus assets to any person to be held on trust for any Member or former Member of the Society.
- 7.6.4 In these Rules 'surplus assets', in relation to the winding up of the Society, means the assets of the Society remaining after satisfaction of the debts and liabilities of the Society and the costs, charges and expenses of the winding up.
- 7.6.5 On the winding up of the Society, an asset or part of an asset of the Society consisting of property supplied by a government department, public authority or council, including the unexpended portion of a grant, must be returned to –
- (a) the department, authority or council that supplied the property; or
 - (b) a body nominated by that department, authority or council.
- 7.6.6 Subject to the Act and to any court order made under section 133 of the Act, in the event of a dissolution or winding up of the Society, the Society shall pass a Special Resolution nominating another association, or a fund, authority, institution or body that has similar purposes to the Purposes of the Society and which is not carried on for the profit or gain of its individual members, for the purpose of vesting the Society's surplus property in.

7.7 Common seal

- 7.7.1 The Society may have a common seal.
- 7.7.2 If the Society has a common seal –
- (a) the name of the Society must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Management Committee and the sealing must be witnessed by the signatures of two (2) Executive Members; and
 - (c) the common seal must be kept in the custody of the Secretary.

7.8 Inspection of Books and Records

- 7.8.1 Members may on request inspect free of charge –
- a) the Register of Members;
 - b) the minutes of General Meetings;
 - c) subject to Rule 7.8.2, the financial records, books, securities and any other relevant document of the Society, including minutes of all and any Society committee or sub-committee meetings.

Note: Under section 59 of the Act, access to the personal information of a person recorded in the Register of Members may be restricted in certain circumstances. Section 58 of

the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

- 7.8.2 The Management Committee may refuse to permit a Member to inspect records of the Society that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Society.
- 7.8.3 The Management Committee may permit a Member to inspect certain relevant documents of the Society subject to the Member requesting the access agreeing in writing to certain terms and conditions on which the access may be granted by the Society. If the terms and conditions are not agreed by the Member requesting the access, the Society may refuse the access request. A Member requesting such access shall have the right to request, and to be provided with, a copy of the proposed terms and conditions of access, free of charge.
- 7.8.4 The Management Committee must, on request, make copies of these Rules available to Members and applicants for membership, free of charge.
- 7.8.5 Subject to Rule 7.8.2, a Member may make a copy of any of the other records of the Society referred to in this Rule 7.8 and the Society may charge, subject to Rule 7.8.4, a reasonable fee for the provision of a copy of such a record.
- 7.8.6 For the purposes of this Rule 7.8, 'relevant documents' means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Society and includes the following –
- (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Society.

8 PART EIGHT – AWARDS

8.1 THE C.M. DONALD MEDAL

8.1.1 Description

- a) The Society may award a medal at the Society's National Conference to be known as the 'C.M. Donald Medal'.
- b) The C.M. Donald Medal shall be awarded to an eminent agriculturalist in recognition of a long and distinguished career with contributions in all areas of agronomy including scientific and field research, development and extension in Australia.
- c) The C.M. Donald Medal award consists of a medal and a certificate organised by the Executive Management Committee.

8.1.2 Donald Medal Committee

- a) The Donald Medal Committee shall judge all nominations for the C.M. Donald Medal award and will be responsible for selecting a winner.
- b) The Donald Medal Committee shall consist of five (5) members, three (3) of whom shall be incumbent Executive Members, one (1) shall be a Member who is also a Fellow of the Society, and the remaining one (1) shall be an external appointee. The Executive Members shall be responsible for the selection of the Fellow and external appointee to the Donald Medal Committee.
- c) The President of the Society shall normally act as Chair of the Donald Medal Committee but if this is not possible the Chairperson shall be selected in accordance with Rule 5.1.1.
- d) The Donald Medal Committee will be constituted as a sub-committee of, and shall be appointed by, the Executive Management Committee at their first meeting of a year hosting a National Conference, or by March 1 of that year, whichever occurs first.
- e) The Executive Management Committee may at any time disband, or disband and reconstitute, the Donald Medal Committee. The Executive Management Committee shall appoint new members to the Donald Medal Committee as may be required from time to time to maintain the Donald Medal Committee. All members of the Donald Medal Committee shall be required for a quorum.
- f) A member of the Donald Medal Committee shall not be a nominee, nominator, seconder, or supporter of a candidate for the award of the C.M. Donald Medal.
- g) A member of the Donald Medal Committee shall be ineligible for the award during their term on the Donald Medal Committee.

8.1.3 Conditions

- a) The awardee of the C.M. Donald Medal shall be invited to present a review at the National Conference on a topic for which the person is known.

8.1.4 Nomination Process

- a) Nominations for the award of the C.M. Donald Medal must be made on the prescribed application form, which shall be available from the Agronomy Australia website. The completed form shall be submitted electronically to the Secretary and copied to the Society's national office not later than May 31 in the year in which the C.M. Donald Medal is to be awarded.
- b) In the event the National Conference is held at a different time of year, the Management Committee may alter the closing date for nominations for the award of the C.M. Donald Medal.
- c) Nomination of a candidate for the award of the C.M. Donald Medal shall be accompanied by a submission in writing in support of the candidate of not more than 1000 words, although a curriculum vitae, including a publication list, may be appended to the submission in support of the nomination.
- d) Nominations are confidential to the Donald Medal Committee. On receipt, the Secretary will forward them to the Chair of the Donald Medal Committee.

- e) The application form for the nomination shall require the signature and endorsement of the nominee.
- f) The nominator shall be responsible for confirming the successful receipt by the Secretary of the completed application form for nomination if that nominator has not received an acknowledgement of such receipt within seven (7) days of submitting the nomination.
- g) If no application for an award of the C.M. Donald Medal is received by the due time, or if the applications received are considered by the Donald Medal Committee to contain insufficient information, or if the Donald Medal Committee considers the applications to be unsuitable, then in any of such cases the Donald Medal Committee may cause for further information to be supplied by any candidates who may have been nominated, or it may cause for a search to be made for candidates from which it may select the C.M. Donald Medal recipient. If, after following the process set out in this Rule, only one candidate can be found, the Donald Medal Committee may select that candidate as the C.M. Donald Medal recipient.
- h) The decision of the Donald Medal Committee shall be considered final and will be forwarded to the Secretary before July 31 and prior to the National Conference.
- i) Unsuccessful nominations shall not be automatically carried forward from one National Conference year to the next but this should not preclude the renomination of a candidate.

8.1.5 Medal Presentation

- a) The Secretary shall advise successful nominees in writing (email or hard copy) of their award and invite them to accept their award at the National Conference.
- b) Funds may be made available at the discretion of the Donald Medal Committee to assist with travel and accommodation costs incurred by the successful nominee in accepting the award.
- c) The Society shall use its best endeavours to award a C.M. Donald Medal at each of its National Conferences.
- d) The award shall be presented by the President (or by the President's proxy) at the National Conference held by the Society.

8.2 THE FELLOWSHIP AWARD

8.2.1 Description

- a) The Society may award up to three fellowships ('Fellowship's) at the Society's National Conference. Each award shall be known as the 'Australian Society of Agronomy Fellowship Award'.
- b) Winners of the 'Australian Society of Agronomy Fellowship Award' may be designated as a 'Fellow of the Australian Society of Agronomy' (FASA).
- c) The 'Australian Society of Agronomy Fellowship Award' shall be awarded for important contributions to Australian agronomy including laboratory and field research, development, extension, administration and support of the careers of fellow agronomists.

- d) The 'Australian Society of Agronomy Fellowship Award' consists of a certificate organised by the Executive Management Committee.
- e) Fellowships shall be awarded for life unless the Fellow requests the Fellowship be withdrawn or the Fellow is expelled by the Society according to Rule 2.8.

8.2.2 Fellowship Committee

- a) The Fellowship Committee shall judge all nominations for a Fellowship award and will be responsible for selecting Fellows.
- b) The Fellowship Committee shall consist of five (5) members, three (3) of whom shall be incumbent Executive Members, one (1) shall be a Member who is also a Fellow of the Society, and the remaining one (1) shall be an external appointee. The Executive Members shall be responsible for the selection of the Fellow and external appointee to the Fellowship Committee.
- c) The President of the Society shall normally act as Chair of the Fellowship Committee but if this is not possible the Chairperson shall be selected in accordance with Rule 5.1.1.
- d) The Fellowship Committee will be constituted as a sub-committee of, and be appointed by, the Executive Management Committee at their first meeting of a year hosting a National Conference, or by March 1 of that year, whichever occurs first.
- e) The Executive Management Committee may at any time disband, or disband and reconstitute, the Fellowship Committee. The Executive Management Committee shall appoint new members to the Fellowship Committee as may be required from time to time to maintain the Fellowship Committee. All members of the Fellowship Committee shall be required for a quorum.
- f) Members of the Fellowship Committee shall not be a nominee, nominator, seconder, or a supporter of a candidate for the award of a Fellowship.
- g) Members of the Fellowship Committee shall be ineligible for the award during their term on the Fellowship Committee.

8.2.3 Conditions

- a) Nomination for the Fellowship award must be made by a financial Member of the Society.
- b) If, in the opinion of the Fellowship Committee, no nomination is of sufficiently high standard, then the Fellowship Committee may decline to make an award for that year.

8.2.4 Nomination Process

- a) Nominations for a Fellowship award must be made on the prescribed application form, which shall be available from the Agronomy Australia website. The completed form shall be submitted electronically to the Secretary and copied to the Society's national office not later than May 31 in the year in which the Fellowship is to be awarded.

- b) In the event the National Conference is held at a different time of year, the Management Committee may alter the closing date for nominations for the award of a Fellowship.
- c) Nominations for Fellowship awards shall be prepared in each case by one (1) nominator and one (1) seconder, and shall be supported by an additional two (2) financial Members of the Society. The nomination may include the names of up to two (2) referees on whom the Fellowship Committee may call.
- d) The application for nomination shall also require the signature and endorsement of the nominee.
- e) Nomination of a candidate for a Fellowship award shall be accompanied by a submission in writing in support of the candidate of not more than 1000 words, although a curriculum vitae, including a publication list, may be appended to the submission in support of the nomination.
- f) Nominations shall be submitted to the Secretary and the Society's national office and are confidential to the Fellowship Committee. On receipt, the Secretary will forward them to the Chair of the Fellowship Committee.
- g) The nominator shall be responsible for confirming the successful receipt by the Secretary of the completed application form for nomination if that nominator has not received an acknowledgement of such receipt within seven (7) days of submitting the nomination.
- h) If no application for an award of a Fellowship is received by the due time, or if the applications received are considered by the Fellowship Committee to contain insufficient information, or if the Fellowship Committee considers the applications to be unsuitable, then in any of such cases the Fellowship Committee may cause for further information to be supplied by any candidates who may have been nominated, or it may cause for a search to be made for candidates from which it may select Fellowship award recipients. If, after following the process set out in this Rule, one or more candidates can be found, the Fellowship Committee may select no more than three (3) of such candidates as Fellowship award recipients.
- i) The decision of the Fellowship Committee shall be considered final and will be forwarded to the Secretary before July 31 and prior to the National Conference.
- j) Unsuccessful nominations shall not be automatically carried forward from one National Conference year to the next but this should not preclude the re-nomination of a candidate.

8.2.5 Fellowship Notification and Presentation

- a) The Secretary shall advise successful nominees in writing (email or hard copy) of their awards and invite them to accept their awards at the National Conference.
- b) Funds may be made available at the discretion of the Fellowship Committee to assist with travel costs incurred by the successful nominees in accepting the awards.
- c) The Society shall use its best endeavours to award at least one (1) Fellowship at each of its National Conferences.

- d) The Fellowship Award shall be presented by the President (or by the President's proxy) at the National Conference held by the Society.

8.3 THE YOUNG AGRONOMIST AWARD

8.3.1 Description

- a) The Society may award up to two (2) 'Young Agronomist' ('YA') awards at the National Conference. Each award shall be known as the 'Agronomy Australia Young Agronomist Award'.
- b) The definition of a Young Agronomist is a person less than thirty-six (36) years of age at the date of the National Conference.
- c) The Young Agronomist award shall be made on the basis of the young agronomist's contribution to either research, teaching and education in Australia, their publication record and relevant other communications to both the scientific and non-scientific community, and previous recognition and awards, such as invited papers at conferences and travel awards.
- d) The Young Agronomist award consists of a certificate and a sum of money determined by the Executive Management Committee. A winner of an award is expected to register and to pay to attend the National Conference and to organise and to pay for their own transport and accommodation. The Award is presented at the National Conference.

8.3.2 Young Agronomist Committee

- a) The Young Agronomist Committee shall judge all nominations for the award and will be responsible for selecting the winners.
- b) The Young Agronomist Committee shall consist of three (3) members, one (1) of whom shall be an incumbent Executive Member, one (1) shall be a Fellow of the Society, and the remaining one (1) shall be an external appointee. The Executive Members shall be responsible for the selection of the Fellow and external appointee to the Young Agronomist Committee.
- c) The President of the Society shall normally act as Chair of the Young Agronomist Committee but if this is not possible the Chairperson shall be selected in accordance with Rule 5.1.1.
- d) The Young Agronomist Committee will be constituted as a sub-committee of, and be appointed by, the Executive Management Committee at their first meeting of a year hosting a National Conference or by March 1 of that year, whichever occurs first.
- e) The Executive Management Committee may at any time disband, or disband and reconstitute, the Young Agronomist Committee. The Executive Management Committee shall appoint new members as may be required from time to time to maintain the Young Agronomist Committee. All members of the Young Agronomist Committee shall be required for a quorum.
- f) Members of the Young Agronomist Committee shall not be a nominator or seconder, or a supporter of a candidate for the award of Young Agronomist.

- g) Members of the Young Agronomist Committee shall be ineligible for the award during their term on the Young Agronomist Committee.

8.3.3 Conditions

- a) Nomination for the YA award must be made by a financial Member of the Society.
- b) If, in the opinion of the Young Agronomist Committee, no nomination is of sufficiently high standard, then the Young Agronomist Committee may decline to make an award for that year.

8.3.4 Nomination Process

- a) Nominations for the YA award must be made on the prescribed application form, which shall be available from the Agronomy Australia website. The completed form shall be submitted electronically to the Secretary and copied to the Society's national office not later than May 31 in the year in which the YA award is to be awarded.
- b) In the event the National Conference is held at a different time of year, the Management Committee may alter the closing date for nominations for the award of Young Agronomist.
- c) Nominations shall be prepared in each case by a single nominator. The nomination may include the names of up to two (2) referees on whom the Young Agronomist Committee may call.
- d) The application for nomination shall also require the signature and endorsement of the nominee.
- e) Nomination of a candidate for the YA award shall be accompanied by a submission in writing in the candidate's support under the headings –
 - i) Contribution to research;
 - ii) Contribution to teaching and education;
 - iii) Record and relevance of other communications to the scientific community;
 - iv) Record of communications to the non-scientific community;
 - v) Previous recognition/awards; and
 - vi) Agronomic community involvement and any additional relevant information.

The submission in writing should be not more than 1000 words. A curriculum vitae and a publication list may be appended to the submission in support of the nomination (or a URL link to publications may be provided).

- f) Nominations shall be submitted to the Secretary and the Society's national office and are confidential to the Young Agronomist Committee. On receipt, the Secretary will forward them to the Chair of the Young Agronomist Committee.

- g) The nominator shall be responsible for confirming the successful receipt by the Secretary of the completed application form for nomination if that nominator has not received an acknowledgement of such receipt within seven (7) days of submitting the nomination.
- h) If no application for an award of a YA is received by the due time, or if the applications received are considered by the Young Agronomist Committee to contain insufficient information, or if the Young Agronomist Committee considers the applications to be unsuitable, then in any of such cases the Young Agronomist Committee may cause for further information to be supplied by any candidates who may have been nominated, or it may cause for a search to be made for candidates from which it may select YA award recipients. If, after following the process set out in this Rule, one or more candidates can be found, the Young Agronomist Committee may select no more than two (2) of such candidates as YA award recipients.
- i) The decision of the Young Agronomist Committee shall be considered final and will be forwarded to the Secretary before July 31 and prior to the National Conference.
- j) Unsuccessful nominations shall not be automatically carried forward from one year to the next but this should not preclude the re-nomination of a candidate should that candidate still qualify under Rule 8.3.1 b).

8.3.5 Young Agronomist Presentation

- a) The Secretary shall advise successful nominees in writing (email or hard copy) of their YA awards and invite them to accept their awards at the National Conference.
- b) The award will be presented at the National Conference. The award winners are expected to register and to pay to attend the National Conference and to organise and to pay for their own transport and accommodation.
- c) The Society shall use its best endeavours to award at least one (1) YA award at each of its National Conferences.
- d) The YA awards shall be presented by the President (or by the President's proxy) at the National Conference held by the Society.

8.4 THE NATIONAL CONFERENCE STUDENT BURSARY AWARDS

8.4.1 Description

- a) The Society may offer bursaries to support undergraduate and post-graduate students to attend the National Conference. Such bursaries shall be known as 'Agronomy Australia National Conference Bursaries'.
- b) The bursaries shall be awarded on a competitive basis to students undertaking tertiary studies in agriculture or a closely related field at an institution in Australia.
- c) The bursaries shall normally provide free student National Conference registration, a certificate, and a sum of money determined by the Executive Management Committee to assist with travel and accommodation expenses for the student to attend the National Conference. However, notwithstanding that some financial assistance will be part of an award, the financial assistance may not cover all of the travel and accommodation

expenses of an award winner. Hence, an award winner is expected to register and to pay to attend the National Conference (unless otherwise advised by the Society in writing) and to organise and to pay for their own transport and accommodation.

8.4.2 Bursary Committee

- a) The Bursary Committee shall judge all nominations for the Agronomy Australia National Conference Bursaries and will be responsible for selecting the winners.
- b) The Bursary Committee shall consist of three (3) members, one (1) of whom shall be an incumbent Executive Member. The other two (2) shall be Members from the Management Committee, with a preference for one (1) of those other two (2) Members to include a member from the editorial sub-committee (if one exists). The Executive Management Committee will be responsible for the selection of the Bursary Committee members.
- c) The President of the Society shall normally act as Chair of the Bursary Committee but if this is not possible the Chairperson shall be selected in accordance with Rule 5.1.1.
- d) The Bursary Committee will be constituted as a sub-committee of, and be appointed by, the Executive Management Committee at their first meeting of a year hosting a National Conference or by March 1 of that year, whichever occurs first.
- e) The Executive Management Committee may at any time disband, or disband and reconstitute, the Bursary Committee. The Executive Management Committee shall appoint new members as may be required from time to time to maintain the Bursary Committee. All members of the Bursary Committee shall be required for a quorum.
- f) Members of the Bursary Committee shall not be a nominee, nominator, seconder or supporter of a candidate for an Agronomy Australia National Conference Bursary.
- g) Members of the Bursary Committee shall be ineligible for the award during their term on the Bursary Committee.

8.4.3 Nominations

- a) Nominations for the Agronomy Australia National Conference Bursary awards must be made on the prescribed application form, which shall be available from the Agronomy Australia website. The completed form shall be submitted electronically to the Secretary and copied to the Society's national office not later than May 31 in the year in which the bursary is to be awarded.
- b) In the event the National Conference is held at a different time of year, the Management Committee may alter the closing date for nominations for the Agronomy Australia National Conference Bursary awards.
- c) Students must provide evidence of their current enrolment.
- d) Applications should contain a two (2) page curriculum vitae (CV) appended to the application form.

- e) Preference will be given to students with an abstract/paper accepted at the National Conference. A copy of the abstract(s)/paper(s) should be attached to the application form.
- f) Late applications will not be accepted.
- g) The decision of the Bursary Committee is final and no correspondence will be entered into after the bursaries are awarded.
- h) Applications are confidential to the Bursary Committee. On receipt, the Secretary will forward them to the Chair of the Bursary Committee.
- i) The applicant shall be responsible for confirming the successful receipt by the Secretary of the completed application form for nomination if that nominator has not received an acknowledgement of such receipt within seven (7) days of submitting the nomination.

8.4.4 Bursary Presentation

- a) The Agronomy Australia National Conference Bursaries shall be awarded at the National Conference.
- b) The Secretary shall advise successful applicants in writing (email or hard copy) of their bursary award and invite them to accept their award at the National Conference.
- c) Notwithstanding that an award winner may receive some financial assistance towards his or her registration fees for the National Conference and the associated travel and accommodation expenses to attend the National Conference, the award winners are expected to register and to pay to attend the National Conference (unless otherwise advised by the Society in writing) and to organise and to pay for their own transport and accommodation.
- d) The Society shall use its best endeavours to award at least one (1) Agronomy Australia National Conference Bursary at each of its National Conferences.
- e) The Agronomy Australia National Conference Bursaries shall be presented by the President (or by the President's proxy) at the National Conference held by the Society.
