

**ASSOCIATION OF  
NEUROPHYSIOLOGY  
SCIENTISTS OF AUSTRALIA INC.**



**CONSTITUTION**

**2024**

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

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Department of Mines, Industry Regulation and Safety  
Government of Western Australia.



## **1. NAME**

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

Previously known as "Association of Neurophysiological Technologists of Australia Inc."

## **2. OFFICES**

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

The Honorary Secretary.

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

## **3. OBJECTS**

The objects of the Association shall be:

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

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

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

**3.4** To provide and maintain a forum for the exchange of opinions, ideas and information relating to the work, activities and interests of Members of the Association.

**3.5** To facilitate effective cooperation and interchange of opinions, ideas and information between Members of the Association and those of other medical and paramedical services both in Australia and throughout the world.

**3.6** To advance public knowledge of Clinical Neurophysiological Measurement techniques and related investigations.

**3.7** To promote meetings, conferences and conventions of persons or bodies whose deliberations may be of benefit to the Members of the Association and to effect the collection and dissemination of useful professional information.

**3.8** To prepare, edit, publish or cooperate in the publishing of papers, books, Journals or other publications on subjects dealing with or allied to the profession of Neurophysiological measurement and to provide opportunities and facilities for the reading of papers and the delivering of lectures.



- 3.9** To improve and maintain a high standard of knowledge and honourable conduct, adhering to the Code of Professional Conduct as outlined in the Guidelines of the Association.
- 3.10** To maintain funds for carrying out the objectives of the Association.
- 3.11** To accept or reject any gifts of money, property or goods.
- 3.12** To draw, accept and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments in the interests of the Association.
- 3.13** To affect all such insurances as may be necessary or desirable for the purpose of indemnifying the Association or its servants or agents, against any loss, damage or injury, including director's liability.
- 3.14** Encourage the continued education of Members.

#### **4. STRUCTURE**

##### **4.1 Council**

- 4.1.1** The Council shall be the governing body of the Association. It shall comprise of The President, Honorary Secretary, Treasurer, Registrar, Education Representative, and other Executive positions as required.
- 4.1.2** If an Executive Member does not perform adequately in his/her post within three (3) months, the President must notify that Executive Member and seek a replacement Executive Member within four (4) weeks.
- 4.1.3** If an Executive Member is unable to function in that position for his/her full term of Office, the Council must endeavour to elect a replacement within four (4) weeks, to complete the term of Office. The President or Registrar can be called upon to fulfil the functions of the vacant position for a period of four (4) weeks until a replacement is appointed.
- 4.1.4** The term of Office for any position on the Council is for one (1) year beginning and ending four (4) weeks after the close of the National AGM. A Member may renominate to remain on the Executive Council, however their nomination will only be considered if no other suitable nominations are received for that position. A Member may remain on the Executive Council for no more than three (3) consecutive years. In exceptional circumstances the term may be voluntarily prolonged should no suitable nominations be received. In such cases the Membership should be strongly encouraged to relieve the position. Wherever possible terms should be staggered to ensure there are at least two experienced Executive Council members remaining in office for any given changeover.
- 4.1.5** The Council may set up Committees and Subcommittees as required to expedite the conduct of business relevant to the National Association. Each such Committee or Subcommittee shall include an Executive Council Member of the Association.



**4.1.6** The Council may from time to time elect a Patron for such a period of time as the Council may determine, a person not otherwise qualified for membership. Patronship shall be granted only to a person who shall be deemed by the Council to be of service to the Association. Such a Patron shall not be entitled to vote as a Member or be liable for membership fees and shall have no right to share in the assets of the Association on winding. He/She shall be entitled to a notice of all General Meetings of the Association. Such Patronage may be discontinued at any time at the discretion of the Council.

**4.1.7** A Vote of No Confidence in the Executive of the Association can be made by any Council Member at any time following the procedures outlined in the Guidelines.

## **4.2 Past Secretary**

**4.2.1** On completion of their term of office, the Honorary Secretary will become Past Secretary. Their term of office is for one (1) year beginning immediately following their vacation of the Honorary Secretary position. They will act in an advisory capacity to the Incoming Honorary Secretary and Executive and will not have voting rights on the Executive Council.  
If the Past Secretary is unable to function in that position for his/her full term of Office, their replacement should be a Member with recent past Executive Experience.

# **5. MEMBERSHIP**

## **5.1 Professional Membership**

Any person working in the field of Clinical Neurophysiology within Australia who has a Bachelor of Medical/Biomedical Science with major components of human anatomy and physiology (or equivalent). They must maintain ANSA Inc. Continued Professional Development (CPD). Those unable or unwilling to comply with CPD may be moved to associate membership level.

Any Member who has been accepted a 'Full Member' prior to 2021 AGM will become a 'Professional Member' for as long as they remain financial in the Association.

## **5.2 Professional Member with Accreditation**

Professional members may choose to obtain accreditation in one or more test modality and then be deemed "Professional Member with Accreditation in EEG/EP/NCS/IOM"

**5.2.1** An Accredited member must hold a minimum Bachelor of Medical/Biomedical Science with major components of human anatomy and physiology (or equivalent). They must have at least one (1) year practical experience and achieved a practical level of competence deemed acceptable by ANSA Inc. for the appropriate test modality. They must maintain ANSA Inc. Continued Professional Development (CPD). Those unable or unwilling to comply with CPD may be moved to associate membership level.



SEE PROFESSIONAL MEMBER GRAND PARENT CLAUSE for ANSA Inc.  
Accredited Members prior to 2021 AGM

**5.2.2 Professional Member Grandparent Clause:**

As at midnight on 25<sup>th</sup> September 2021 current members who have been accepted as a 'Full Member' or an 'Accredited Member' prior to 2021 AGM will become a 'Professional Member' with associated accreditation where appropriate for as long as they remain in continual financial status.

**5.3 Undergraduate Membership**

An Undergraduate member must be enrolled in a Bachelor of Medical/Biomedical Science with major components of human anatomy and physiology (or equivalent). The undergraduate member will be entitled to a 50% reduction in membership fees.

**5.4 Honorary Member**

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

**5.5 Associate Member**

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

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

**5.6** Only Professional, Professional with Accreditation and Honorary Members shall have voting rights and be eligible for election to the Executive Council of the Association.

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

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

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



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

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

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

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

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

- i) the Member does not remain financial
- ii) application is made by the Member to a higher grade of membership and is granted, or
- iii) information initially supplied by the Member proves incorrect such that a change of grade becomes necessary, or
- iv) Honorary membership is conferred on a distinguished person and approved by Council.

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

## **6. SUBSCRIPTIONS**

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

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

**6.3** Each Member is responsible for ensuring subscriptions reach the National Account (in accordance with the Guidelines of the Association) and a copy of the deposit slip be sent to the Treasurer.

**6.4** Any Member whose subscriptions are not paid within the financial year shall nevertheless be liable for the subscription and fees then in arrears. A prior warning shall be sent to the Member by the Registrar. A grace period of one

month is granted for members to make payment before membership is cancelled. Application for readmission to membership may be made and grade of membership shall be determined by the Constitution and Guidelines in place at the time of readmission.

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

## **7. MEETINGS**

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

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

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

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

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

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

**7.1.6** It is the duty of the Council to consider and administer the affairs of the Association in accordance with the Constitution and By-Laws and the policies laid down by the Association. It shall report all matters of interest of the Association and shall consider the opinions of all Members. It shall appoint Committees and Subcommittees as may be deemed necessary.

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

### **7.2 Annual General Meeting**

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

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

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



- 7.2.4** All financial Professional, Professional with Accreditation and Honorary Members shall have one vote for appropriate matter such as subscription rates and changes to the Constitution, as recommended by Council.
- 7.2.5** An Extraordinary General Meeting may be called at any time by the President or any three (3) Members of the Council, or on request of the majority of Members.
- 7.2.6** One quarter of financial Members with voting rights shall constitute a Quorum of any National General Meeting or Extraordinary General Meeting of the Association.
- 7.2.7** A new term of Office begins four (4) weeks after the close of the National AGM. *Note this is a different time frame to the financial year (1st July to 30<sup>th</sup> June).*

## **8. FINANCE**

- 8.1** The funds of the Association shall be used for any purpose, which in the opinion of Council furthers the objects of the Association.
- 8.2** No portion of the income or property shall be paid, transferred or distributed directly or indirectly to Members of the Association, provided that nothing shall prevent that payment in good faith of remuneration to any officer or employee of the Association or to any person other than a Member in return for services rendered to the Association, at the discretion of the Council.
- 8.3** **Accounts of the Association**
- 8.3.1** Financial year of the Association shall be from the first (1st) July to the thirtieth (30th) June each year. *Note that the term of Office for a Council or Committee Member ends four (4) weeks after the close of the National AGM.*
- 8.3.2** A Certified Practising Accountant (CPA) and Auditor shall audit the accounts of the Association prior to the National Annual General Meeting. A copy of the audit shall be sent directly to the National President and submitted to the National Annual General Meeting. A CPA Auditor shall be appointed by Executive Council Members.
- 8.3.3** The accounts of the Association should be maintained in the form of an electronic register.
- 8.3.4** All monies of the Association should be maintained in a cheque account with a minimum of any two of three signatories to authorize cheques and withdrawals. Signatories must be current National Executive Council Members. The signatories should include the President and Treasurer of the Association.
- 8.3.5** Applications by Council Members for petty cash or a float from the National Account should be made in writing to the Treasurer, with approval sought by the National Accounts.



**8.4** If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

## **9. COMMON SEAL**

**9.1** The Common Seal of the Association engraved upon with the name of the Association shall be kept in the care of the President.

**9.2** The Seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the presence of the President and two members of the Council, both of whom shall subscribe their names as witnesses.

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

**10.1** Every Professional, Professional with Accreditation, Associate, Honorary or Undergraduate Member shall be entitled to an Insignia of the Association upon payment of such fee as the Council may from time to time prescribe.

**10.2** Insignia of the Association shall remain the property of the Association and shall be held by the Registrar.

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

## **11. PUBLICATIONS**

### **11.1 Constitution and Guidelines**

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

### **11.2 Website**

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

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

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

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

### **13. AMENDMENTS**

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

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

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

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

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

### **14. FORMS OF VOTING**

**14**

- i) Members must be given the option of voting in Person, by Email or by Postal Voting at the Annual General Meetings and Extraordinary General Meetings called by the Executive Council.
- ii) Electronic Voting may be undertaken through Email, The Association's Website and / or Electronic Surveys.
- iii) Each Professional, Professional with Accreditation or Honorary Member of the Association shall be entitled to one vote using eVoting procedures.

### **15. DISSOLUTION**

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



## **CONSTITUTION**

Original Constitution 1984, Incorporated in WA.

New draft by Thelma Leonard et al., 1991

Amended drafts 1993, 1994

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

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

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

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

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

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

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

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

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

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

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



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

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

Amended by the Executive Council 2021, Amy Waters, President; Sam Swinburn, Honorary Secretary; Avijit Bose, Registrar; Job Robredillo, Treasurer; Anna Exley, Education Representative; Sharon Coward, OSET Representative.

Amended by the Executive Council 2022, Amy Waters, President; Sam Swinburn, Honorary Secretary; Kate Burges, Registrar; Job Robredillo, Treasurer; Jessica McGinty, Education Representative; Sharon Coward, OSET Representative.

Amended by the Executive Council 2024, Justin Stent, President; Stephanie Gill, Secretary; Kate Burges, Registrar; Jennifer Stowell, Treasurer; Jessica McGinty, Education Representative.