

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



(Incorporated in Western Australia)

**GUIDELINES
2024**

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Draft by Thelma Leonard et al 1991.

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1. PURPOSE

These Guidelines are compiled:

1. To provide a working structure for Council.
2. To inform Members of the working structure of the Association.
3. To outline the philosophy of some of the clauses of the Constitution.
4. To ease the transition of changes of Office Bearers.

{References to sections of the Constitution are always in brackets and denoted in the following manner: eg. (Cons.7.COUNCIL)}.

2. AMENDMENTS

Amendments to the Guidelines may be proposed by a Member of the Council, indicating the reasons for suggestion and outlining the merits. A letter should be sent to the President and a copy to the Honorary Secretary. Provisional recommendations shall be forwarded to Members for endorsement. If the changes are endorsed they will then be accepted by a majority vote at the following Council meeting.

Amendments to the Constitution must be voted on at a National Annual General Meeting (hereinafter called National AGM) or an Extraordinary General Meeting (hereinafter called EGM). The procedure should be:

- a) Amendments can be proposed in principle by a Professional, Professional with Accreditation or Honorary Member of the Association and included in the Agenda of the Executive Council Meeting.
- b) Council will decide the exact wording of the amendment, in keeping with the original proposal. This is circulated to all financial Members at least eight (8) weeks prior to the next National AGM or scheduled EGM, in keeping with Postal Voting procedures, in the form of a special resolution, along with notice convening the meeting. Proposed amendments will be distributed to Members and posted on the Member Forum for Members to discuss and provide any suggested changes. Following the discussion period, motions will be amended and redistributed to Members, if required, prior to the voting period commencing. Once the voting period has commenced, no changes to the special resolution will be permitted. The special resolution is moved and voted at the National AGM or EGM. To be accepted it must have passed not less than $\frac{3}{4}$ (75%) of the Members of the Association voting, who have voting rights and who are present at the National AGM or have returned the Postal Vote prior to the National AGM or the EGM.
- c) In the event that the National AGM or the Extraordinary General Meeting are held via teleconference, Members may only vote via Postal Vote. Voting cannot be made in person at the teleconference.
- d) Changes to the Constitution should be lodged with the Commissioner at the Office of Fair Trading, Perth, Western Australia within one month of passing the special resolution to amend the Constitution.

3. OBJECTS

All matters and decisions relating to the Association must ensure the objectives of the Association (Cons.3.OBJECTS) are adhered to.

4. STRUCTURE

4.a) Council

The Executive Council shall consist of The President, Honorary Secretary, Treasurer, Registrar, Education Representative, and other Executive positions as required. The Executive positions are elected by Postal Vote following nominations by Members. Should there be a tied vote, the Executive Council will determine the successful nominee.

In the event that any Executive Council positions are not filled, the Executive Council will merge positions as deemed most suitable for the running of the Association. The minimum number of Executive Council Members is four (4). (Cons.4.Structure:4.1.1).

If an Executive Member is unable to function in that position for his/her full term of office, Council must elect a replacement within a period of four (4) weeks, to complete the term of Office. The President or Registrar can be called upon to fulfil the functions of the vacated position during the four (4) week period (Cons.4.STRUCTURE:4.1.3).

Wherever possible, the Executive Council should be composed of at least one Member from each state/territory which ANSA seeks to represent. Executive Council members should have a minimum of twelve (12) months experience as ANSA Members prior to nominating for the Council – this may be waived in exceptional circumstances.

5. TERM OF OFFICE

The term of office is for three (3) consecutive years.(Cons.4.STRUCTURE:4.1.4).

After holding a position for one term of office, an Executive Member may re-nominate to remain on the Executive Council, however their nomination will only be considered if no suitable nominations are received for that position. The position should be held by the person most suitable for the position. Incoming positions should be staggered where possible to ensure continuity.

After an interval of at least one (1) year, a particular Executive position may again be held by a Member who had held it previously (Cons.4.STRUCTURE:4.1.5).

{This arrangement serves to give Members equal responsibility in the running of and the decisions of the Association. There is also sufficient overlap of Members re-elected to various Council positions to ensure continuity in the running of the Association.}

6. MEMBERSHIP

Membership application shall be made via the Association's website. Membership fees should be collected on acceptance. Each new application shall be checked by the Registrar and if acceptable, endorsed by both the President and the Registrar of the Association. In the event that an Executive Councillor fulfils both these positions, the application shall be endorsed by both the President and Honorary Secretary.

The application should be accompanied by a copy of the applicant's relevant qualifications and proof of employment within the field of Clinical Neurophysiology, if applying for Professional or Professional with Accreditation Membership. The Registrar recommends the most appropriate grade of membership in consultation with the President and Honorary Secretary.

If agreement is easily reached then membership would become effective immediately. If the appropriate grade of membership is unclear then the decision is held over until the following National Executive Council meeting. The Registrar will email (or mail) the accepted Member a copy of the Constitution and Guidelines.

6.1 Professional Member Grandparent Clause

As at midnight on 25th 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.

6.2 Historical Grandparent Clauses

According to ANTA Inc Constitution & By-Laws 2016 (ie prior to 2017 AGM changes)

Any Member who has been accepted as a 'Full Member' prior to 2017 AGM will remain a 'Full Member' for as long as they remain financial in the Association or until they are eligible for Accredited Membership.

According to ANTA Inc Constitution & By-Laws 2016 (ie prior to 2017 AGM changes)

5.1 Full Member

Full membership can be given to persons working in the field of Neurophysiological Measurement in Australia.

Any Member who has been accepted as an 'Accredited Member' prior to the 2017 AGM under the Grandparent clause 5.2.2 will remain an 'Accredited Member' for as long as they remain financial in the Association and maintain CPD compliance as deemed by the Association.

5.2 Accredited Member

An Accredited Member must hold a minimum Science degree. They must have at least one (1) year practical experience and achieve a practical level of competence deemed acceptable by ANTA in accordance with the Community Service and Health Training Australia (CSHTA): Qualifications Framework, Health Training Package.

According to ANTA Inc Constitution & By-Laws 2004 (ie prior to 2008 AGM changes)

Any Member who has been accepted as an 'Accredited Member' prior to 2008 AGM will remain an 'Accredited Member' for as long as they remain financial in the Association.

5.2 Accredited Member

This grade is offered to persons who hold the Associate Diploma or Diploma of Health Sciences, Clinical Neurophysiology offered by RMIT University, Australia or equivalent as defined by Council

7. POSTAL VOTING PROCEDURES

Each Professional, Professional with Accreditation and Honorary Member of the Association shall be entitled to one vote either in person at a National AGM, or by postal vote. The correct Postal Voting Form (Form 8) must be used.

The Honorary Secretary shall distribute to all eligible Members the proposed motions listed on the Postal Voting Form 8 at least four (4) weeks prior to the National AGM or the EGM.

The completed Postal Voting Form 8 shall be returned to the Secretary at least one (1) week prior to the National AGM.

8. TIMETABLE FOR ELECTIONS AND MEETINGS

National Executive Members should be prepared to accept the particular Executive position that they are voted into. As they should expect the active support of all Members, no position should be too onerous.

This timetable should provide sufficient time provided that it is adhered to. It is the responsibility of the Honorary Secretary to ensure that it works efficiently.

Fourteen (14) weeks prior to National AGM: Members should forward suggested items for discussion by the Executive Council to the Honorary Secretary.

Copies of FORM 1 should be sent to all voting Members by the Honorary Secretary. Any Members wishing to nominate for an Executive Council position must return the signed form, along with a brief biography in support of their nomination. Candidates for office can thereby be proposed. The willingness of candidates to stand for office must be ascertained.

Twelve (12) weeks prior to National AGM: Members should have returned their copies of FORM 1 to the Honorary Secretary.

Ten (10) weeks prior to National AGM: The Honorary Secretary must send all Members a preliminary Agenda for the National Executive Council Meeting and National AGM inclusive of proposed Constitution and Guidelines changes and nominations for Executive Council positions. These items should also be placed on the Association Website in the Members Only section.

The Honorary Secretary must send Executive Council position nomination statements to all Members. The Honorary Secretary must send all Members postal voting forms for proposed Constitution and Guidelines changes.

Six (6) weeks prior to National AGM: All nominations for Executive Council positions must be returned to the Honorary Secretary. The Honorary Secretary will collate nominations and forward bibliographies of nominees for Executive positions to Members. Two days following, the Honorary Secretary will send postal voting forms for Executive Council positions to all Members.

Two (2) weeks prior to National AGM: All postal voting forms for Executive Council positions to be returned to the Honorary Secretary. The Honorary Secretary will collate the votes and forward to the current Executive Council. Any decisions on tied votes will then be made by the Executive Council.

Within one (1) week prior to National AGM: National Executive General Meeting of Council must be held.

ANSA Members will vote on nominations for Executive Council positions by postal ballot, prior to the AGM. Votes will be tallied by Honorary Secretary with successful nominees being confirmed at the National Executive General Meeting preceding the AGM and Members will be notified of the outcome during the AGM.

9. MEETINGS

All National meetings are chaired by the President or the Treasurer in the absence of the President.

Each voting Member has one (1) vote at National Meetings (excluding National Executive Council meetings).

Each Executive Member or their proxy has one (1) vote at National Executive Council Meetings. In the event that no proxy is available one (1) Executive Council Member can also act as proxy for another. In this situation the member should have two (2) votes, ie, his/her own plus one for the Member for whom he/she is proxy.

One quarter (25%) of financial Members with voting rights shall constitute a quorum of any National Annual General or Extraordinary General Meeting. Motions to change the Constitution are carried by a majority vote of 75% of the quorum. Financial Members with voting rights may vote either while present at the meeting, or by Postal Vote Form 8. In the event that a National AGM or Extraordinary General Meeting is held via teleconference, Members can only vote by submitting the relevant Postal Voting Form. Members cannot vote in person at a teleconference.

A majority of Executive Members or their proxies shall constitute a quorum of any National Executive Council Meeting.

Handover of Executive Council follows four (4) weeks after the close of the National AGM.

Agenda of the National Executive Council Meeting (NEM)

Present

Apologies

1. Review of Previous Minutes

1.1 Corrections to the Previous Minutes

2. Business arising from Previous Minutes

3. Correspondence

3.1 Acceptance of Correspondence

3.2 Business Arising from Correspondence

4. Treasurers Report

5. General Business.

6. Other Business.

Meeting Closed

Agenda of the National Executive Council Meeting immediately prior to the AGM

Present

Apologies

1. Review of Previous Minutes
 - 1.1 Corrections to the Previous Minutes
2. Business arising from Previous Minutes
3. Announce National Executive Positions
4. Executive Member Reports
5. Committee Reports.
6. Correspondence
 - 6.1 Acceptance of Correspondence
 - 6.2 President and Secretary to sign Correspondence Log
 - 6.3 Business Arising from Correspondence
7. Treasurers Report and Auditors Report.
8. Executive Member Travel Expenses.
9. Conference Presentation Matters (Conference Report).
10. Review of Membership Fees.
11. New Membership Applicants.
12. Association Awards (Journal, Achievement, Honorary Membership).
13. Proposed changes to the Constitution.
14. Guideline changes.
15. General Business.
16. Other Business.

Meeting Closed

An Executive Council Meeting should not take longer than 2 1/2 hours if items are discussed adequately and as they arise at previous Executive Meetings.

Agenda of the National Annual General Meeting

Meeting Opened:

Present:

1. Apologies.
2. Minutes of Previous Meeting.
3. Business Arising from Previous Meeting.
4. Correspondence
 - (i) Incoming
 - (ii) Outgoing
5. Annual Executive Council Members, and Education Representative Reports.
6. Incoming Executive Council Members.
7. Sub Committee Reports.
8. New Members and Resignations.
 - (i) New Members.
 - (ii) Resignations.
9. Association Fees.
10. Annual Treasurers Report and Auditors Report.
11. General Business
12. Proposed changes to the Constitution.
13. Changes to the Association Guidelines.
14. Any Other Business.
15. Annual Awards.

16. Conference.
Business Closed
Meeting Closed.

Minutes of the Meetings

Minutes will be taken at all Executive meetings and at the AGM by the Honorary Secretary, or their proxy. A draft copy of the minutes should be distributed to the Executive Council within 1 week of the meeting to ensure the content is comprehensive and correct.

National Executive Meeting Minutes.

Minutes of the NEM should be distributed to the Executive Members only, no later than 4 weeks after the meeting and should be labelled unendorsed. Advice from Department of Commerce Western Australia recommends NEM minutes are not distributed to the members to ensure sensitive or confidential information is not made public. Relevant and appropriate information from the NEM is distributed to the members by way of the Newsletter.

Minutes of the NEM are endorsed at the following NEM after corrections are made and accepted and the minutes are voted as true and correct. The final endorsed copy of the minutes should be saved in the secretary files as a pdf document.

Annual General Meeting Minutes

Minutes of the AGM should be distributed to the members, in pdf version, no later than 4 weeks after the meeting and should be labelled unendorsed. Minutes of the AGM are endorsed at the following AGM after corrections are made and accepted and the minutes are voted as true and correct. The final endorsed copy of the minutes should be saved in the secretary files as a pdf document, distributed to the members and published on the Members Only section of the Website.

A new term of office begins four (4) weeks following the close of the National AGM, with handover occurring at this time.

See Appendix 1- Calendar of the Association

10. FINANCE

Subscriptions:

2018: 100% National subscription rate: \$100.00

Members are responsible for paying subscriptions via the secure payment portal on the Association website both on acceptance as Member of the Association and subsequent anniversary dates each year.

10a.) REIMBURSEMENTS

National Executive Council Members, or their proxy may be reimbursed up to 100% of expenses, including travel, accommodation and registration, to the National Executive General Meeting of Council and National AGM, expenses may be reimbursed upon written application and production of receipts and provided no alternative funding is received by them. The exact percentage up to 100% shall be decided at the Executive Council Meeting and will depend on the funds available in the Association's accounts

If the Executive Council Member is unable to attend the Council Meeting and unable to appoint a proxy, then no reimbursement will be given, even if the Conference and / or the AGM are attended.

If some funding is received from an alternative source but is less than the percentage received from the Association's funds by other members of the Executive Council, then the difference can be made up from Association funds.

Written applications from any Association Member contributing to the conference by way of poster or presentation will be considered by the Executive Council for reimbursement of registration expenses to attend the National Annual Conference and AGM. Application should be made by submission of Form 7, to the Honorary Secretary, no later than the first (1st) week of March. Up to two (2) registration fees will be awarded on merit of application, providing that funds are available. The Executive Council will advise Members of available funding with distribution of Form 7. The Executive Council to approve funding. Members receiving funding to attend the ANSA Conference will be required to attend 80% of the educational component of the Conference, as well as the ANSA AGM, barring unforeseen circumstances.

In the event that an alternative source of funding (i.e. workplace) is limited to registration only a contribution toward accommodation or airfare will be considered to no more than the value of the registration (Early Bird Rate). The applicant must disclose their acceptance of all alternative sources of funding.

10b.) FLOATS

The amount of money for each float shall be decided by the National Executive Council.

The Conference Organising Committee may apply in writing for a \$5000 float to be accessed via the Conference Account. A business plan must accompany the access application and should be forwarded to the Treasurer. Two (2) principal members of the Conference Organising Committee shall be granted access to the Conference Account.

A recommendation should be made by the National President for endorsement. Payment can then be made. Other Members of the National Executive should be informed.

10c.) CONFERENCE

The "float" required for the organisation of the Conference has been discussed in the above section.

A Conference Account is held permanently along with the National Account.

On acceptance of the Conference Organising Committee's application to host the Conference, the Conference Organising Committee will be advised how to gain access to the Conference Account holding the \$5000 float.

Following reconciliation of the Conference Account, all profits, excluding the \$5000 float, must be transferred to the National Account.

The Conference Account must be audited following the finalisation of the debts and credits after the completion of the Conference.

The Treasurer and Honorary Secretary have access to the Conference Account. Any two (2) of the principal members of the Conference Organising Committee will also have access. All payments must be endorsed by the Treasurer.

It is the responsibility of the Conference Organising Committee to keep records of all debits and credits of the Conference Account and correlate these with their own records.

The Conference Organising Committee should apply in writing to the National Executive for a portion of their costs associated with attending the Conference to be waived. The amount, if any, will be up to the discretion of the Executive Council.

10d.) EDUCATIONAL EVENTS

Any Member wishing to organise an Educational Event (other than the Conference) may apply using Form 12 Application to Hold an ANSA-Branded Educational Event.

The organiser of the event MUST be a current financial ANSA (Inc) Member. Funding is available to purchase refreshments and speaker gifts for the event (no meals and/or alcohol allowed) up to \$10.00 per attendee, to a total limit of \$200.00. ANSA Inc MUST be clearly acknowledged as a sponsor of the event. Form 12 must be submitted to the Treasurer no later than six (6) weeks prior to the event.

On acceptance of this application, the Member may be entitled to a maximum of \$200 for reimbursement of event costs and costs of refreshments.

Following the event, the organising Member may apply for reimbursement of expenses using Form 13 Reimbursement of Educational Event Expenses, attaching associated Tax Receipts for expenses. This must be sent to the Treasurer for processing no later than two (2) weeks after the event. If the Member has not sought prior approval using Form 12, then reimbursement will not be provided.

11. CONFERENCE GUIDELINES

Members interested in hosting the Annual Conference must nominate themselves to the Executive Council in writing, including a business plan. The Nomination must be received prior to 31st August, for holding the Conference the following year.

The Executive will reply to the nominees in writing, with either approval or rejection by the 30th September.

Once the application is approved by the Executive, the Honorary Secretary will send the Conference Pack and the Conference Book to the Conference Organisers. The Treasurer will arrange for the Conference Organisers to have access to the Conference Account. A float of \$5000 (or of an appropriate sum deemed by the Executive) will be made available which will need to be returned at the end of the conference.

A Conference 'flyer' with the date and venue is to be sent to Members and other prospective delegates. This should be accompanied by Form 9a Master Conference Delegate Invoice and a letter inviting delegates to present a talk or poster at the Conference. Important dates of Early Bird and Standard Registration, as well as Last Call for Abstracts, must be included.

Form 9a showing a PAID balance is sent to delegates following remittance of registration fees.

A Preliminary Conference Program including speakers, poster presentations, and social events should be forwarded to all prospective delegates at the earliest date possible ie when 50% of speaking spots are filled.

Conference Progress Reports are to be submitted to the Executive Council, in writing, before each National Executive Meeting. The Executive will reply in writing to the Conference Organisers regarding any issues and enquiries raised. The Conference Progress Reports will be included in the minutes of the meeting at which they are presented.

Conference Organisers are to document all monies related to the Conference.

On completion of the Conference, the Conference Organisers must submit a Final Report within four (4) weeks of the Conference completion. They must also submit all financial documents to the Treasurer.

On completion of the Conference, the Treasurer will arrange the audit of the Conference Account. The float remains in the Conference Account and any profit must be returned to the National Account.

The Conference Organisers must insert photographs into the Conference Book and forward it to the Honorary Secretary.

The Conference Organisers must place a copy of their business plan and final Conference Report into the Conference Pack and forward it to the Honorary Secretary.

12. EDUCATIONAL EVENT GUIDELINES

The Association encourages Members to organise and host Association-branded educational events and professional development workshops. This does not apply to the Annual Conference.

Association-branded events must further the skills, education and knowledge of the Neurophysiology Scientists. They also allow scientists in the local area to interact and form new connections. Members who wish to hold an Association-branded event must submit Form 12 Application to Hold an ANSA-Branded Event. Form 12 is an application for permission to hold an event, and also an application to apply for funding of the event. Form 12 must be submitted to the Treasurer no later than six (6) weeks prior to the event.

The National Executive may grant funding of \$10.00 per person, to a maximum of \$200.00 to cover expenses related to holding the event and for refreshments. Meals and alcohol will not be funded.

The National Executive will reply in writing to the organisers granting or rejecting permission, and stating the total amount of funding available. This reply will be sent at least four (4) weeks prior to the proposed date of the event, which allows the Executive a minimum of two (2) weeks in which to discuss the application.

Following the event, the organisers must submit Form 13 Reimbursement of Educational Event Expenses. Form 13 is used to apply for reimbursement of costs of holding an event and costs of refreshments and speaker gifts, for \$10.00 per person, to a maximum of \$200.00 as previously approved by the National Executive. Form 13 must be submitted to the Treasurer no later than two (2) weeks after the event with Tax Receipts for expenses attached. A log of attendees must also be provided along with Form 13.

13. PUBLICATIONS

a) Newsletter

A Newsletter is to be compiled and distributed to members following each National Executive Meeting (NEM) to allow clear communication with all members. The Newsletter should relay all relevant information discussed at the NEM to the members.

The Newsletter is to be collated by the Ambassador with information provided by the Executive. The Newsletter must be approved by the Executive Council prior to distribution to members.

b) Constitution - one (1) copy on becoming a Member of the Association. The Constitution and any subsequent amendments are available for viewing on the ANSA Website.

c) Guidelines - one (1) copy on becoming a Member of the Association, The Guidelines and any subsequent amendments are available for viewing on the ANSA Website.

{Constitution and Guidelines should be stored on electronic storage device to facilitate the recording of amendments. This is to be held by the National President and Honorary Secretary}.

14. PRESENTATIONS AND AWARDS

The National Registrar is responsible for organising and purchasing any awards or gifts. Gifts shall not be awarded in cash.

Gifts should be purchased for:

- a) Principal Conference Organisers (3).
- b) Poster Award (sponsored prize).
- c) The ANSA Achievement Award (sponsored prize).
- d) Best Scientific Presentation (sponsored prize).

Timetable for Achievement Award selection:

Twelve (12) weeks prior to National AGM :

Nomination Forms (Form 3) should be distributed to Members by the Honorary Secretary. These are then returned to the Registrar.

Ten (10) weeks prior to National AGM :

Registrar should be in possession of all nominations.

Eight (8) weeks prior to National AGM :

The names of all those nominated and reasons for nominations should be sent to all Executive Council Members. The names of the nominees should not otherwise be distributed.

Six (6) weeks prior to National AGM :

Registrar should be in possession of the Executive Council Members' orders of preference. If a Council Member(s) is one of those nominated for the Award then that fact should be noted at the top of that Member's order of preference and will be counted as one vote for that person. {Essentially this would amount to voting for oneself but if not done this way the Executive Council Member(s) would be disadvantaged in the final count.}

If there is no clear winner then the matter should be decided by the Executive Members who have not been nominated or who are not potential winners (at the National Executive General Meeting of Council).

Four (4) weeks prior to National AGM :

The gift should be purchased by the Registrar and the background of the Award winner researched. The curriculum vitae should be in the possession of the Registrar. It is the responsibility of the Registrar to ensure that a presentation speech and entry for the Conference Book are prepared. The Registrar may prefer not to be the author of the above.

15. COMMITTEES

Matters pertaining to Education or Education providers should be referred to the National Education Representative.

Any Committee that is set up for conducting business of the Association must include a Member of the Executive Council. Executive Members need not play an active role but must be provided with regular updates to be presented at each Council Meeting.

Where geographic constraints curtail active involvement of the National Executive Member(s), adequate progress reports and communication must be made by the local Members of the committee and adequate opportunity for involvement in decision making must be given. Strict records of accounts must be kept. The principal organisers of such events are usually obvious - for the purpose of receiving gifts.

It is the responsibility of the National Executive Members of Committees to ensure that other Members of the Executive Council and other general Members of the Association are kept informed of decisions and progress, the latter perhaps by way of the Newsletter.

A Committee set up to deal with matters of National Education (eg Negotiation with Education providers) should comprise of at least the National Education Representative and the National President or Secretary.

16. CONFERENCE BOOK

It is the responsibility of the Conference organisers to ensure that it is kept up-to-date and forwarded to the next Conference organisers. Photographs should be taken of

principal Executive Council Members and other Conference delegates and organisers. It must be on display for general perusal during the Annual Conference. Photographs should also be forwarded to the ANSA Website Coordinator.

17. CODE OF PROFESSIONAL CONDUCT

17a) Objects

Ensure the responsibilities of office are upheld according to the Constitution, Guidelines and Associations Incorporation Act 1987.

Act and communicate in a professional manner with fellow Members, companies and associations affiliated to the Association.

Ensure the rights and dignity of Members is upheld at all times.

Ensure Members abide by the procedures outlined in the Association's Constitution and Guidelines so as to prevent bringing the Association into disrepute.

Provide working guidelines for the application and administration of the Code of Professional Conduct herein referred to as The Code.

17b) Guidelines

All breaches of The Code will be heard by the Executive Council except where an Executive Council Member has been reported for a possible breach. In this instance that Executive Council Member will remove themselves from Executive discussions.

The National President will be responsible to ensure procedures outlined in the Code are followed except where the National President is the named Member. In this instance responsibility will fall to the Honorary Secretary.

All reported breaches will be held in strictest confidence by the Executive Council.

Issues will be dealt with impartially and with a focus on resolution.

Deliberate or fraudulent breaches of the Associations Incorporation Act 1987 will be reported to the Department of Consumer and Employment Protection by the Executive Council for investigation.

17c) Members

If any member feels there has been a breach of The Code they should bring this to the attention of the Honorary Secretary in writing.

The Executive Council will hold an Extraordinary Meeting within ten (10) working days to discuss the possible breach.

The Member named in the possible breach shall be promptly notified, in writing, by the Honorary Secretary, requesting a response to the issues put forward to the Executive Council, also in writing, within ten (10) working days.

The Executive will review the response and attempt to seek a resolution between the person reporting the breach and the named member.

If no response is received this will be taken as a sign that the Member is not willing to seek resolution. If the Member is not willing to seek resolution the Executive Council will consider whether the breach warrants expulsion.

17d) Members of the Executive Council

Should any Member feel that there has been a breach of The Code by an Executive Council Member another Member of the Executive Council should be advised in writing to put forward a Vote of No Confidence.

The Executive Council, excluding the Executive Council Member to whom the breach applies, will hold an Extraordinary Meeting within ten (10) days to discuss the possible breach.

The Executive Council Member mentioned will be notified in writing by a Member of the Executive Council requesting a response to the issues put forward, in writing, within ten (10) working days.

The Executive Council will review the response and attempt to seek a resolution between the parties involved.

Should the breach be due to the Executive Council Member not fulfilling the requirements of office they will be given four (4) weeks to rectify their position.

If the Executive Council Member is found to be in breach of the Code of Professional Conduct or is not able to fulfil their position effectively the Executive Council will find a replacement Member to take over the Position within four (4) weeks.

The Executive Council will determine whether the breach warrants further action e.g. barring the Member from holding an Executive Council Position or expulsion.

Where there is a breach of the Associations Incorporation Act 1987 that is deliberate or fraudulent it will be reported to the Department of Consumer and Employment Protection by the Executive Council for investigation.

Notes:

The Department of Consumer and Employment Protection (DOCEP) can prosecute individual committee Members if they have failed to take reasonable steps to ensure the Association complies with its obligations under the Associations Incorporation Act 1987.

The Department of Consumer and Employment Protection can prosecute anyone who knowingly presents false or misleading documents in any material respect to the Department (DOCEP) or to a meeting of Members.

18. RESPONSIBILITIES:

18a) ALL MEMBERS

- To read the Association Constitution and “Responsibility- All Members” in the Guidelines.

- To attend and fully support all meetings, workshops and events of the Association whenever possible.
- To be prepared to hold Office or perform any other responsibility if called upon to do so and when nominations are called for elections.
- To actively contribute to the Association with ideas and effort.
- To contribute to the scientific programme of Meetings.
- Update personal details on the Associations Website including name, address, email, place of work, telephone and by notification in writing to the Registrar of the same.
- To pay subscriptions promptly on the individual Member anniversary date each year.
- All communication with external persons/bodies, on behalf of ANSA Inc, shall be in written format or shall be minuted. A report of such communication shall be presented to the Executive Council for review.

18b) EXECUTIVE COUNCIL MEMBERS

- To have a clear mandate for the aims and ambitions of the Association to be initiated and/or implemented during the term of Office.
- To be fully conversant with the responsibilities and duties of their Executive Council roles.
- To consider the needs and attitudes of all Members.
- To communicate appropriately with fellow Council Members.
- To keep Members informed of Executive decisions, canvass Members for opinions on certain issues and implement National policies.
- Call an Extraordinary Meeting as necessary. Any three (3) Council Members can call an Extraordinary Meeting of the National Executive Council.
- To prepare and present reports at National Executive Council Meetings and AGMs when appropriate.
- To arrange a proxy if unable to attend Executive meetings or AGMs. Also to adequately prepare the proxy for the items on the Agenda.
- To recommend appropriate amendments and updates of the responsibilities and duties of particular Offices.
- To keep adequate written records of the term of Office held, to be handed over to the successor and to give such advice to the successor as to enable the person to take up their new responsibilities more easily.
- On retirement from the position deliver all materials and monies to successor four (4) weeks following the National AGM.
- To attend at least eighty percent (80%) of ANSA National Conference sessions (including the Annual General Meeting) barring unforeseen circumstances.

National President

- To chair Executive Council Meetings, National AGM and Extraordinary Meetings.
- Act as host to Members and guests attending Association Conferences and functions, eg: by presenting a welcoming address.
- Be a Member of, or converse regularly with any Committee formed for National business.
- Get regular feedback from all Committees.
- Communicate with Members in the Newsletter and at Conferences.
- Help enforce the Constitution.
- Call Executive Meetings of Council.

- Receive copies of Bank statements for the National Bank Account.
- Ensure that other Members of the National Executive perform their duties and responsibilities.
- Be spokesperson for the Association in communications with bodies external to the Association if not specific to other Executive role (eg Education Representative -AAN Committee).
- Liaise with Honorary Secretary in matters relating to the Executive and Annual General Meetings (eg Agendas).
- Sign all orders upon the Treasurer as directed by Council.
- Keep a digital copy of current application form, current Constitution and Guidelines.
- Present a President's Report at the National AGM.

National Registrar

- Ensure the Honorary Secretary is kept informed of changes to membership status.
- Ensure that the Website Coordinator is kept informed of changes to Membership Status and new Memberships to assist in the maintenance of the Members Forum.
- Ensure that all Members are kept informed of appropriate proceedings in regard to new applications, including on the Association Website.
- Ensure the Association Website holds the correct application form for membership application and upgrades.
- Ensure Honorary Secretary has updated Member list and contact details for correspondence purposes.
- Keep a digital copy of Membership Application Form and current Constitution and Guidelines.
- Send new Member a Membership Certificate and subsequently on renewal each year.
- Ensure a current digital list of all Members for communication from the Executive Council.
- Distribute copies of Constitution and Guidelines to new members.
- Hold and distribute insignia when appropriate.
- Hold applications and copies of certificates as separate file.
- Keep membership database and files up to date. Enter new members.
- Chair National Meetings in absence of National President.
- Help National President with duties as required.
- Purchase gifts for the Conference organisers.
- Organise nominations and voting for ANSA Achievement Award.
- Organise CV / Presentation speech for ANSA Achievement Award winner.
- Take photos at Conference and place in Conference book.
- Check Conference book prepared and available for current Conference (from last Conference host organisers).

New Applications and Change of Membership Status

- Members upgrading must apply for upgrade (e.g. Professional to Professional with Accreditation: Undergraduate to Professional) except for Honorary (decided by the Executive).
- On receipt of new application check all details are complete and accompanied by a copy of certificates for Professional with Accreditation Member appropriate competence credentials of individual test modalities i.e. EEG, EP, NCS, IOM.

- Ascertain appropriate Membership status and make recommendation to National President where necessary.
- Inform Executive Council of outcome of application and inform Member of outcome.
- File copies of certificates and application into membership file.
- Enter the new Member details into the database.
- Maintain National Members Database.
- Send new Member a copy of current Constitution, Guidelines and welcoming note.
- Send applicant details to Honorary Secretary if a particular Membership application should be referred to the National Executive Council.

Meetings

- Attend AGM and National Executive Meetings.
- Provide Registrar's report at AGM including number of Members of each category.
- Determine from Membership, the numbers required to establish a quorum for National Meetings. Associate and Undergraduate members do not have voting rights.
- Chair Executive General Meeting and National AGM in the absence of National President.

Honorary Secretary

- Keep a register of correspondence, inward and outward and file copies of all letters written.
- Keep the Executive informed of any correspondence requiring urgent attention.
- Arrange correspondence in order, summarising each and entering into Correspondence Table to be forwarded to Executive Council Members at every Executive General Meeting.
- Ensure Secretary files have regular electronic back-up.
- Revise ANSA Calendar regularly and adjust accordingly in relation to the scheduled date of the AGM.
- Liaise with Ambassador regarding appropriate information from each NEM to be distributed to the members via Newsletter and Social Media.
- Liaise with the Registrar to update Honorary Members list.
- Liaise with the Website Coordinator to ensure the website is relevant and up-to-date.
- Ensure the Honorary Secretary file contains original templates of all forms and letterhead.
- Write all letters as directed by the Executive Council.
- Cooperate with the President in every way to foster good relations between members.
- Communicate information to all Members.
- Communicate with the Chairperson of any subcommittees formed to provide regular update to Executive Members.
- Ensure proposed Constitution and Guidelines changes are posted in the Members Area of the website.
- Ensure Constitutional changes are sent to members within the required timeframe and lodged appropriately after acceptance.
- Ensure Guideline changes are forwarded to all Members.
- Liaise with the Treasurer to ensure audits are carried out.

Preparing for Meetings:

- Draw up the Agenda for the National Executive General Meeting / National AGM and Executive Teleconferences.
- Check Minutes of last meeting and pencil items for “Business Arising”. Keep related papers in the order in which they will be required.
- List General Business by numbers.
- Ensure “Actions” raised at the previous meeting have been completed and can move forward.
- Insert correspondence table into the Agenda to allow Executive Members to site the correspondence before it is moved received at the Meeting.
- Ensure the Treasurer’s Report has been attached to the Agenda for Executive General Meetings.
- Arrange Tele or online conferences when called by the President.

At the Meetings:

- Keep the roll of Members present.
- Have a copy of the Constitution and Guidelines to hand including all rules and necessary records to reflect on during the Meeting.
- Read the Minutes and correspondence as directed at the Meeting.
- Take notes on discussions to assist in compiling Minutes.
- Record all motions and amendments irrespective of their fate.
- Write up Minutes within one month of National Executive Meetings and Annual General Meetings and distribute promptly to Executive Council Members.
- Present Secretary’s Report at the Executive General Meeting/National AGM.

National Treasurer

- Manage National Account and Conference Account by being the administrator.
- Keep a clear record of receipts and expenditure in the form of a cash book, petty cash book, receipts and bank statement.
- Bank any money received to the National Account and file receipts.
- Send an invoice to those clients banking money to the National Account.
- Ensure bank statements are received for the National Account and mail a copy to the National President.
- Present accounts of the Association to President to be passed for payment.
- Pay accounts as instructed.
- Write cheques for accounts passed and obtain further signatures as required.
- Pay Association Indemnity Insurance (AON) each year.
- Liaise with Website Coordinator regarding payment of Hosting and Domain fees.
- Arrange for auditing of books prior to National AGM by a Certified Practising Accountant and Auditor as appointed by Executive Members.
- Present report and audited statements to the Executive Council before the National AGM.
- Circulate report and audited statements to every Member at the National AGM and move their adoption.
- Present an interim Treasurer’s Report at each Executive General Meeting and a yearly Treasurer’s Report at the National AGM.
- Ensure forms are provided to the incoming Treasurer and Honorary Secretary for access to the National Account and Conference Account.
- Ensure forms are provided to the Conference Organising Committee to have access to the Conference Account.

- Ensure each form is signed by all associated persons (on one (1) form) and forwarded to the bank branch holding the account for processing.
- Liaise with the bank branch to ensure all updates to the National Account and Conference Account access are processed.
- Ensure all payments from the Conference Account are accounted for.
- Following finalisation of debits and credits from the Conference Account, arrange auditing of the Conference Account by a Certified Practising Accountant and Auditor, in liaison with the Conference Organising Committee.

Education Representative

- To liaise and communicate with Education Providers in the field of Neurophysiology.
- To communicate with the Members of the Association in the Newsletter and at Conferences.
- To liaise, if appropriate, with the Australian and New Zealand Association of Neurologists regarding education matters.
- To notify appropriate education body(/ies) of date, time and location of the Association's Annual Conference so that they may attend, if appropriate.
- Identify and work for future educational requirements and programmes.
- To communicate with the Ambassador and the Website Co-ordinator regarding advertising and circulation of the Newsletter and Website.
- Present Educational Representative report at the Executive General Meeting/ National AGM.
- Provide biannual reports to the Executive Council Members keeping Council informed of any new issues relating to the Education and the progress of existing issues.
- To oversee the governance of the ANSA Inc Continued Professional Development Scheme
- To oversee the governance of the ANSA Inc. Competency Assessment Tool.

Ambassador

- The Ambassador is responsible for creating Member Only content in the form of the eNewsletter
- The Ambassador is responsible for creating General Public content in the form of the Association's Social Media Platform account(s)
- The Ambassador is responsible for liaising with Affiliated Organisations.
- The Ambassador, at all times, will endeavour to create a positive impression of ANSA to affiliated organisations and the General Public.

eNewsletter

- Responsible for compiling an eNewsletter within one (1) month following each National Executive Meeting (NEM)
- Ensure the eNewsletter following the NEM just prior AGM contains appropriate information from the AGM and the NEM
- Accept information from the National Executive Council from each NEM for submission as the main content of the e-Newsletter
- Responsible for ensuring eNewsletter has been approved by the National Executive Council prior to publication (posting on website)
- Responsible for forwarding the completed eNewsletter to Secretary for dissemination to members, for posting on the ANSA website and distributing eNewsletter to Associations participating in e-Newsletter exchange

Social Media

- Responsible for compiling content for the Association's Social Media account(s) as directed by the Executive Council
- Responsible for ensuring any images of individuals posted on Social Media have written consent from the individual for their image to be used.
- Responsible for ensuring the content posted on Social Media is for general public consumption; Member Only information should not be posted.
- Responsible for ensuring the moderation of Comments on social media are reflective of the aims of the Association.

Affiliated Organisations

- Responsible for maintaining communications with Affiliated Organisations
- Responsible for ensuring the Flyer and Delegate Registration Form for the ANSA Annual Scientific Meeting is forwarded to all Affiliated Organisations.
- Responsible for ensuring ANSA's Annual Scientific Meeting is advertised on the websites of the Affiliated Organisations.
- Responsible for ensuring the Annual Scientific Meetings/Conference of the Affiliated Organisations are advertised on the ANSA website.
- Ensure all communications to and from Affiliated Organisations is forwarded to the Honorary Secretary to be included in the Correspondence Log.
- Ensure an accurate list of Affiliated Organisations is maintained on the ANSA website.

18c) WEBSITE COORDINATOR

- No set term of service, but at least three (3) months notice should be given of resignation
- Responsible for maintaining the Association website
- Responsible for Liaising with the creators of the Association website
- Responsible for uploading content as directed by the Secretary.
- Responsible for creating pages within the website as directed by the Secretary
- Eligible for Registration funding via reimbursement to the Annual Scientific Meeting

19. CONTINUED PROFESSIONAL DEVELOPMENT

ANSA Inc. provides a recommended Continued Professional Development Scheme. A document outlining the implementation and the expected requirements of continued professional development in Neurophysiology will be made available to all members via the ANSA Inc. website along with a downloadable proforma reporting tool:

- *Implementing Continued Professional Development for Clinical Neurophysiology Scientists*
- *ANSA CPD Reporting Tool*

19.1 Submission of CPD Report

All Professional Members (with or without accreditation) are required to submit a completed CPD Tool on renewal of membership annually. Submission of the CPD report can be done at the time of renewal online by uploading the members personal report. Where it is not possible the member will need to contact the Registrar to make other arrangements.

Opportunities and reminders about submission will be provided at check-out for manual renewals and sent in automated reminders for those with automatic renewals. While payment for renewal will be accepted without the submission of the CPD Report, lack of reporting may lead to membership reclassification.

19.2 Valid CPD Report Submissions

For the purposes of auditing, CPD reports will be deemed valid in either of the following conditions:

1. A report is submitted within the 12 months preceding membership renewal of the current membership period. This includes at time of payment.
2. A report has been submitted for an upcoming membership renewal that would start after the date the audit commences.

This means that valid CPD periods will change based on an individual Member's date of renewal. However, for all Members, this provides flexibility in submission time and the security that any CPD report will be current 12 months prior to the most recent or upcoming renewal date.

19.3 Administration of CPD Information

CPD Reports are submitted via the website in the Members Area, CPD tab Attachments, to be received by the Education Representative. CPD submission is then 1) updated on the membership register (date of CPD submission) and 2) the CPD Report stored for later auditing.

19.4 CPD Auditors

The Education Committee will function as the auditing team, with a replacement member provided by the Executive Council if one of the Education Committee is the subject of the audit. The Committee will nominate a time within the first quarter of the calendar year for the auditing process to begin.

19.5 CPD Audit Process

All Members will be reminded that the CPD Audit will take place at least 4 weeks prior to the audit. This will allow any members who have not yet submitted their CPD Report time to do so.

At the nominated time the Audit Team will briefly review 5 randomly selected Professional Members to be audited. Randomisation can be accomplished by generating 5 numbers between 1 and n (where n = no. of applicable members) and selecting based on alphabetical surname rank. Members audited in the previous year should be excluded from this selection. Selection should be witnessed and documented by the Audit team.

The 5 Members will be contacted and informed of the Audit and asked to provide evidence of their reported CPD points for their most recently submit CPD report valid for their current membership or for an upcoming renewal. They will be given 6 weeks to do so and are given the opportunity to generate additional CPD in the case they are unable to provide evidence or did not submit a reporting tool.

19.6 Consequences of Failed Audit

If, after sufficient communication and opportunity, a Member is unable or unwilling to provide CPD evidence, they will be transferred to an Associate Membership. It will be

noted on the registry that they must provide this evidence or a new CPD reporting tool to renew into their former membership type.

The outcome of the annual Audit should be reported to Members with anonymised statistics to encourage CPD submission. For example, of the 5 selected, 1 had not submitted a CPD Report, 1 had supplied insufficient evidence, 1 had taken the opportunity to complete additional CPD and 2 had sufficient evidence.

20. ANSA INC EDUCATION PATHWAY AND COMPETENCY ASSESSMENT TOOLS

20a.1 Education Pathway

The Council will provide a Suggested Training Pathway for the Clinical Neurophysiology Technologist/Scientist relevant to the current education and employment requirement. This guide will be made available to all members and non-members via the ANSA Inc Website.

‘Suggested training pathway’

20a.2 Course Endorsement

The Council, via the Education Committee, will review any relevant practical competence courses or knowledge based university courses including undergraduate and post graduate courses and advise members of content relevance to Neurophysiology and or ANSA Inc membership levels.

‘Guidelines for Practical Competence Course Endorsement’

And

‘Guidelines for Knowledge Based University Course Endorsement’

20b.1 ANSA Inc. Competency Skills Assessment Tool

When possible ANSA Inc will provide a tool for Competency Assessment in Electroencephalography, Evoked Potentials and Nerve Conduction Studies. These assessment tools will be coordinated by the Education Representative and executed by an Education Committee.

Information regarding any Competency Assessment tool provided by ANSA Inc. will be advertised via the ANSA Inc. Website

Operational Guidelines for Competency Assessment Tools will be written for each test modality and kept up to date by the Education Representative.

20b.2 Examination questions

A bank of multiple choice questions will be kept for the Written Examination Assessment Tool and updated at appropriate times. A marking scale with suggested answers will be kept for the Practical Examination Assessment Tool and updated at appropriate times.

The questions and marking scales will be prepared by the Education Representative and/or the Education Committee.

It must be noted that members of the Education Committee who are not Accredited Members cannot contribute to this bank of questions or marking scale and cannot have

access to these questions. The questions will be held by the Education Representative in a password protected folder. A copy of the folder will be stored with the ANSA Executive. The password will only be shared with one other Executive Member who is an Accredited Member at any one time. In the event that the Education Representative is not an Accredited Member, another member of the Education Committee who is Accredited will hold the bank of questions and access password.

The password will be changed at every Executive handover of Education Representative.

20b.3 Clinical Neurophysiology Competency Assessors

The credentials of Clinical Neurophysiology Competency Assessors are based on education, experience in all levels of technical supervision and practical skills required in Clinical Neurophysiology Guidelines.

The Clinical Neurophysiology Competency Assessors must fulfill the credential categories listed below:

Education:

- Hold certificate IV in Teaching and Training
- Hold RMIT certificate IV in Clinical Neurophysiology or diploma in Clinical Neurophysiology
- Hold postgraduate certificate/diploma in Clinical Neurophysiology

Experience:

- A minimum of 5 years' experience in the field of Clinical Neurophysiology including both paediatric and adult experience.

Membership:

- ANSA Professional Member with Accreditation

Workplace/Clinical Neurophysiology department:

- Patient survey
- Neurophysiology clinic accreditation

20b.4 Financial Assistance to become a Competency Assessor

Any Professional Member with Accreditation who fulfils the above criteria Point 20b.3 and requires funding assistance to complete the Certificate IV in Training and Assessment, can apply for assistance using Form 24 Application for Funding for Certificate IV Training and Assessment.

The prospective assessor must

- Successfully complete the Certificate IV in Training and Assessment TAE40122 AND complete three (3) practical competency assessments prior to receiving the funding.
- Research their ability to perform three (3) practical competency assessments, considering their local area (metro, regional) and the number of Clinical Neurophysiology Scientists who may wish to be assessed (outside of own workplace).
- Liaise with current ANSA Practical Competency Assessors to ensure the same standard of assessment is undertaken.

The maximum amount of funding available is \$1500.00

Funding is made available at the discretion of the Executive Council and the decision is final.

21. CYBERSECURITY

- All holders of Association email accounts should change the password for the email annually following the National Executive Handover Meeting.
- All holders of other Association website accounts (including Mailchimp and SurveyMonkey) should change the password for the accounts annually following the National Executive Handover Meeting.
- Executive Councillors with access to the Association Bank Accounts should change their password annually following the National Executive Handover Meeting.
- Passwords should be different for all accounts.
- Passwords should be a combination of passphrases, lower and upper case letters, numbers and symbols.
- Multi-factor Authentication should be utilised on all Association email accounts and other Association website accounts.
- All holders of Association email accounts and other Association website accounts should engage current Security Software on any devices used to access those accounts, at their own cost.
- All holders of Association email accounts and other Association website accounts should not handover all passwords in one email. The password for the email account should be notified separately to the email address. Passwords to other Association website accounts should be sent separately to the Association email address.
- All scam emails should be reported as phishing through the email account.
- Devices logged into Association accounts should be locked if left unattended, and devices storing Association data should be stored securely.

22. CONFERENCE ORGANISING COMMITTEE

The Conference Organising Committee shall nominate to arrange the Annual Scientific Meeting. Nomination should include a business plan, proposed dates, and location. Members of the conference organising committee **MUST** be Professional Members, Professional Members with Accreditation, or Honorary Members of the Association.

22a. Funding for Conference Organising Committee

A maximum of three (3) principal conference organisers may be reimbursed the cost of registration to attend the annual scientific meeting.

A maximum of one (1) accommodation room at the conference venue may be reimbursed for conference organisers convenience. Funding is provided via reimbursement after the conference.

22b. Conference Update

Conference Organising Committee will provide an update to the Executive Council prior to each National Executive Council Meeting, as requested by the Secretary. This report should indicate the progress of organising, for example venues booked, number of delegates registered, number of speakers confirmed to present, sponsors, trade delegates.

22c. Conference Report

Conference Organising Committee will provide a final Conference Report, including statement of income and expenditure, to the National Executive Council within four (4) weeks of the end to the annual scientific meeting. All reports should be completed according to the templates provided. All invoices and receipts should be collated and provided to the Treasurer.

22d. Conference Account

The Conference Organising Committee will nominate two (2) members to be provided access to the Conference Account, in order to make payments and confirm payments. The Treasurer will be the administrator and cosignatory of the Conference Account.