



CONSTITUTION

1. NAME

The Association shall be called “The Association of University Radiation Protection Officers”. This may be abbreviated to “AURPO”.

2. AIMS

The aims of the Association are:

- a) to promote and advance the science and skill of radiation protection as applied to the tertiary education and research environments;
- b) to encourage, develop, support and advance the knowledge and understanding of its members in the field of radiation protection;
- c) to promote the appropriate and safe use of radiation in tertiary education and research; and
- d) to represent the interests of its members through liaison with relevant national bodies, professional organisations and regulatory authorities.

3. MEMBERSHIP

3.1 General

- a) Membership is open to persons involved in Radiation Protection in Universities and Institutions of equivalent status.
- b) Members may retain their membership upon retiring or moving to an establishment for which membership would not normally be granted.
- c) No member shall be deprived of status in the Association by rule changes regarding membership.
- d) The decision of the Executive of the Association is final in respect of any application for membership.

3.2 Categories of Membership

- a) Membership of the Association shall be divided into the following categories:
 - i) Ordinary
 - ii) Associate
 - iii) Retired
 - iv) Honorary Life
 - v) Affiliate

3.2.1 Ordinary Membership

- a) To be admitted as an Ordinary member of the Association applicants should:

<i>Title: AURPO Constitution</i>	<i>Date: December 2009</i>	<i>Page 1 of 4</i>
<i>Author: Constitution Working Group</i>		<i>Review Date: December 2012</i>

- i) hold an appropriate office (e.g. University Radiation Protection Officer); and
 - ii) have a suitable qualification (normally a degree, or equivalent qualification, in natural or applied sciences); or
 - iii) be able to demonstrate that they have a level of training and experience equivalent to that required to hold an appropriate office.
- b) Ordinary members of the Association are eligible for election to any committee and working group of the Association, may attend General Meetings, and may vote on motions raised at General Meetings.

3.2.2 Associate Membership

- a) Applicants who do not satisfy the conditions for Ordinary membership may be admitted as Associate members. As such, they may vote, but are not eligible for election to any committee of the Association.
- b) Associate members may apply to become Ordinary members once they have attained the requirements for Ordinary membership as described in 3.2.1 above.

3.2.3 Retired Membership

- a) An Ordinary member who retires may apply to become a Retired member. A Retired member has the same privileges as an Ordinary member.

3.2.4 Honorary Life Membership

- a) This is a category of membership which is bestowed on an existing Ordinary or Retired member of the Association who has given exceptional service to the Association.
- b) Nominations for Honorary Life membership, supported by at least five members, should be sent in writing to the Executive Committee. If the Executive Committee supports the Nomination, the proposal for Honorary Life membership will be put to the next Annual General Meeting of the Association for confirmation.
- c) Honorary Life members have the same privileges as an Ordinary member.

3.2.5 Affiliate Membership

- a) Any corporation or organisation may apply to become an Affiliated Organisation. Admission to the Association will be only to bodies whose interests are compatible with the aims of the Association.
- b) Affiliated Organisations may nominate one or more Representatives who may attend all Association scientific meetings.
- c) Representatives of Affiliated Organisations may neither vote, nor be elected to any committee of the Association.

4. ANNUAL SUBSCRIPTION

- a) The annual subscription for all grades of membership shall be determined by the Annual General Meeting following a proposal from the Executive Committee.
- b) The annual subscription for Retired members becomes effective from the year subsequent to retirement.
- c) Honorary Life members will cease to be required to pay an annual subscription in the year following their becoming an Honorary Life member.
- d) The Executive Committee may cancel the membership of Members or Affiliated Organisations who do not pay their annual subscription.

5. OFFICERS AND COMMITTEES

- a) The Association shall have the honorary offices of President, Secretary and Treasurer. The President will give leadership and direction to the Association and represent it at formal meetings and functions of related professional bodies. The Secretary will provide administrative support and manage routine business. The Treasurer will deal with financial aspects of the Association's business. An accountant will be appointed on an honorarium each year to audit the Association's financial transactions. Holders of the honorary offices shall be elected from amongst the Ordinary Members of the Association at the Annual General Meeting. Individuals will normally be expected to hold the honorary position of President, Secretary and Treasurer for three years. However, the Secretary and Treasurer are eligible for re-election for another three years when their current term of office expires if there are no proposed candidates for these positions.
- b) The business of the Association shall be conducted by an Executive Committee consisting of President, Secretary, Treasurer, Chairman of the Scientific and Technical Committee, and at least four, but not more than six other eligible members. The Executive Committee members will be elected from amongst the Ordinary Members of the Association at the Annual General Meeting, and serve for a period of three years. The Executive Committee may co-opt other members for limited periods for specific purposes up to a maximum of three at any one time. Terms of Reference for this Committee will be approved by majority vote by eligible members at the Annual General Meeting of the Association.
- c) Scientific and Technical Support to the Executive Committee and to members of the Association shall be provided by a Scientific and Technical Committee which reports to the Executive Committee. The Scientific and Technical Committee will consist of a Chairman, Secretary and at least four, but not more than six, other eligible members. Terms of Reference for this Committee will be approved by the Executive Committee.
- d) The Executive Committee may, from time to time, approve the establishment of a Working Group to execute a particular task. Such a Working Group should normally be Chaired by an Executive Committee member. All Working Groups shall report to the Executive Committee.

6. GENERAL MEETINGS

- a) At least 28 days notice shall be given of any General Meeting.
- b) An Annual General Meeting shall be held to elect Officers and other Ordinary members of the Executive Committee and members of all Standing committees, to receive a report on the previous year's activities and to transact any other business.
- c) For all elections the Executive Committee shall appoint a Returning Officer and shall determine the procedures and timetable so that:
 - i) the close of nominations shall be at least 21 days before the Annual General Meeting;
 - ii) the call for nominations shall be posted at least 30 days before the close of nominations;
 - iii) all nominations must be in writing and agreed by the nominee.
- d) In contested elections, election will be by ballot and ballot papers will be issued for all members present and eligible to vote at the Annual General Meetings. Where there are vacant positions and places on newly constituted Standing Committees, these may be filled by verbal nominations at the Annual General Meeting followed by voting if necessary. The filling of any remaining vacancies on any Committee and of vacancies occurring between Annual General Meetings shall be delegated to the Executive committee.
- e) An Extraordinary General Meeting shall be called by the Secretary on instruction by the Executive Committee or on receipt of a written request by at least ten members stating the business to be transacted.
- f) A quorum at a General Meeting shall be fifteen members.

- g) The President of the Association shall preside at all meetings unless absent, in which case an ad-hoc Chairman shall be elected by the meeting. The procedures for voting shall be as decided by the President (except as indicated in 6(d) and any resolutions may be passed by a simple majority of those present and voting (except as indicated in 7(c) below).
- h) A Local Secretary, appointed by the Annual General Meeting, shall be responsible for the local arrangements for the ensuing meeting or conference.
- i) Members shall be at liberty to publish their conference presentation when and where they please, but may not refer to the Association without the permission of the Executive Committee.
- j) No proceedings at any meeting shall be published or communicated to the Press without the permission of the Executive Committee.
- k) No media reporter shall be present at any meeting without the permission of the President.

7. CONSTITUTIONAL RULES

- (a) Notice of any proposal to amend or alter the existing rules, or pass new rules, must be sent to the Secretary not later than twenty-eight days before the next General Meeting, and must appear on the Agenda of the said meeting in the form of a motion. If a proposal is passed it will come into effect immediately.
- (b) The President, Secretary Treasurer or any Committee or Working Group of the Association must not knowingly embark on a course of action which would result in the Association becoming bankrupt.
- (c) The Association may be wound up by a resolution at an Extraordinary General Meeting. A resolution to dissolve the Association will be valid only if a majority of the members present at the Extraordinary Meeting have voted in its favour. Any remaining assets of the Association are to be distributed to a charity chosen by the members of the Extraordinary Meeting.

8. INDEMNITY CLAUSE

In the execution of the finances of the Association no member of the Executive shall be liable for any loss to the assets of the Association arising from:

- (a) any investment made in good faith;
- (b) the negligence or fraud of any agent/representative engaged or employed by the faith;
- (c) any mistake or omission made in good faith by any member of the Executive; or
- (d) any other matter except wilful and individual fraud, wrongdoing or wrongful omission on the part of the member of the executive sought to be made liable.