

Approved EC 547
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Amended in line with name change approved at AGM 30 April 1996
Amended to reflect changes to membership grading 6 April 2006
Amended to incorporate Fellow Grade 18 February 2009
Amended to reflect change to 'Membership and Awards Committee 19 April 2009

Appita Inc

BY-LAWS

1. Preamble

These by-laws cover the activities of the Executive Committee and office bearers are to be read in conjunction with the Rules and Statement of Purposes of Appita Inc.

2. Duties of Officers

- 2.1 The Officers of the Association are the President, Vice-President and the Secretary.
- 2.2 The President shall preside as Chairman at all General Meetings of the Association and shall serve as Chairman of the Executive Committee. At the Annual General Meeting the President shall present the Appita Annual Report and an address discussing such subjects as are of value to the Association.
- 2.3 In the absence or inability of the President to serve, the President's duties shall be assumed by the Vice President.
- 2.4 In the case that both the President and the Vice-President are absent the members present shall elect from their numbers a member to serve as chairman for that meeting only.
- 2.5 The Secretary, in addition to performing the usual duties of that office, shall discharge such other duties as may be assigned by the Executive Committee and as required under the Victorian Associations Incorporation Act 1981.

3. Executive Committee

- 3.1 The Executive Committee shall determine the policy and shall have general charge of the affairs of the Association.
- 3.2 The Executive Committee shall be responsible for the property and funds of the Association and may delegate authority for their administration to officers or to a finance committee.
- 3.4 The Executive Committee shall appoint the Secretary and Treasurer for such term and under such conditions as it considers appropriate.
- 3.5 Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- 3.6 A member of the Executive Committee may vote by proxy at any meeting of the Executive Committee provided that such proxy is a member of the Executive Committee and has been appointed in writing under the hand of the appointer. Such appointment may be in general or for any particular subject or meeting.

4. Election of Members

- 4.1 A candidate for admission to the Association shall make application on the form approved by the Executive Committee including a brief record of his/her education/training and relevant work history and shall affirm that, if admitted to membership, he/she will abide by the Rules of Appita.
- 4.2 All applications for individual membership or transfer of grading shall be considered by the Membership Committee, which will recommend acceptance or rejection to the Executive Committee. The affirmative votes of two-thirds of the Executive Committee present are necessary for the admission of a member to the Association.
- 4.3 Each member shall pay the subscription appropriate to his/her membership category
- 4.4 In accordance with Rule 3(7), nominations of Members for Fellow of Appita shall be considered by a sub-Committee, established by the Executive Committee in accordance with the documented selection process agreed by the Executive Committee, which will consider the nomination in accordance with the criteria and selection process agreed by the Executive Committee. The Membership Committee shall recommend nominees for Fellow to the Executive Committee in accordance with the timetable set by the Executive Committee, and the Executive Committee shall, by consideration of such recommendations from the membership Committee, elect those nominees by resolution.
- 4.5 All applications for corporate membership will be considered by the Executive Committee using a postal or electronic ballot if necessary.

5. Payment of Subscriptions

- 5.1 Annual subscriptions and entrance fees shall be fixed by the Executive Committee at its last meeting before the end of November each year.
- 5.2 In any year subscriptions become due on 1st January, and an appropriate subscription notice shall be sent to each member. In their first year, new members will be charged pro-rata subscriptions from the 1st of the month of their election to membership rounded down to the nearest whole dollar.
- 5.3 Members whose subscriptions are six months overdue will have their names listed for suspension at a subsequent Executive Committee meeting and advised that if such subscriptions remain unpaid they will be suspended from membership in accordance with the provisions of Clause 7 of the Rules.
- 5.4 During the period of suspension members shall forfeit their privileges under clauses 3(14) and 3(15) of the Rules and shall receive no services from the association, but may resign in good standing by the payment of six months' dues.

6. Resignation

Members may resign in good standing upon payment of their membership subscription on a pro-rata basis up to the last day of the month of receipt at Appita office of their written resignation.

7. Reinstatement

- 7.1 Members removed from the register for non-payment of subscriptions may be reinstated by vote of the Executive committee on payment of such subscription as the Executive Committee deems appropriate.
- 7.2 Members who have resigned may be readmitted by vote of the Executive Committee on payment of such subscription as the Executive Committee deems appropriate.

8. Discipline

Upon written petition of at least five members, the Executive Committee may, after proper deliberation, exercise its right to expel any member for improper conduct, subject to the provisions of Clause 7 of the Rules, or may recommend to a General Meeting as provided for in clause 28 of the Rules.

9. Meetings of the Association

9.1 The Annual General Meeting for announcement of the results of the election of officers and Executive Committee members, presentation of reports and papers, and transaction of other business shall, subject to clause 8 of the Rules, be held at such time and place as may be determined by the Executive Committee.

9.2 Every voting member shall receive due notice of the proposed program of any General Meeting other than the Annual General Meeting at least six weeks in advance of such meeting by letter as provided for in the Rules.

10. Divisions and Committees

10.1 The Executive Committee shall appoint all committee Chairmen. The Officers of the Association shall be *ex officio* members of committees. The Chairman of any New Zealand based committee shall be appointed on the recommendation of the NZ Section Committee.

10.2 The members of a committee shall be selected by the Chairman of the Committee in co-operation with the Vice-President and Secretary of the Association.

10.3 The Vice-President shall have general supervision of the activities of the committees.

10.4 Special committees shall include a Membership and Awards Committee; others may be established by the Executive Committee as occasions warrant.

11. Honourable Mention

The Executive Committee may, with not more than one dissenting vote, make awards to individuals whose achievements have contributed notably to the technical progress of the pulp and paper industry.

12. Authorisation of Papers

The Executive Committee may require evidence that papers to be presented at Association meetings or to be printed in Association publications and which refer to processes, equipment or work done in a private or public institution have been released for publication by a responsible representative of the management of that institution or company.

13. Amendment of By laws

These by-laws may be amended by a vote of two-thirds of the members of the Executive Committee at any regular or special meeting of the Committee. The proposed amendments shall be notified to each member of the Executive Committee in the call for the meeting at which said changes are to be voted upon. If necessary the voting intentions of members not present at the meeting shall be obtained by means of a postal or other ballot.

14 Other Activities

The Executive Committee is responsible for publication of *Appita Journal* and the organization of the Annual Conference/Exhibition.