

# **AUSTRALIAN MATERIALS RESEARCH SOCIETY (AMRS) BYLAWS**

## **1. Annual General Meeting and Executive Committee Meetings**

### 1.1

The agenda of business to be transacted at the AMRS Executive Committee Meetings including the Annual General Meeting shall be prepared by the President and Secretary and shall be announced by the Secretary or his/her representative to the members of the Executive Committee at least one month before the meeting. A majority of the voting members of the Executive Committee present may amend the agenda during the meeting.

### 1.2

Any Commission, Sub-committee, or Working groups of AMRS may propose business to be transacted at an Executive Committee Meeting. Proposals shall reach the Secretary or his/her representative at least five weeks prior to the meeting, and shall be included in the agenda of the meeting. During the meeting, motions can be made by any delegate including a delegate acting as the presiding officer of the Executive Committee Meeting. A specific motion may be proposed by a non-voting participant in the meeting, but the motion must be formally made by a delegate in order to be put to a vote.

### 1.3

Executive Committee Meetings shall normally be held bi-annually with at least one face-to-face meeting that will be termed the Annual General Meeting. The president of the Executive Committee sets the time and place for the next meeting.

### 1.4

At the invitation of the President, individuals who are not delegates may be invited to address the Executive Committee Meeting and may participate in discussions, but shall have no voting power.

### 1.5

All minutes, once reviewed by those who participated in the meeting for accuracy and completeness, and after appropriate corrections have been made, as attested by the Secretary, shall become part of the official archives of the AMRS. Minutes of all meetings shall be made available to the Australian materials research community through the AMRS web site, as well as through the communication channels of the Australian Academy of Science National Committee for Materials Science and Engineering (NCMSE). Any dissenting views received less than 30 days after the date of acceptance may be amended in the formal record.

## **2. Executive Committee Function**

### 2.1

Executive Committee Meetings, in addition to the required biannual meetings, may be called from time to time by the President to address specific issues.

### 2.2

Such meetings will be held via the most expeditious means, whether in person, by conference call, skype or email. Formal votes may be made in person or by electronic means. Such meetings and votes will be documented in minutes of the meetings.

### 2.3

In the event of the resignation, death or disability of the President, the Vice-President shall assume the office of President for the remainder of the unexpired term of the President and subsequently ascend to the presidency as scheduled. If the presidential term was not due to expire until the end of the year following the year in which the next Annual General Meeting occurs, then an 'election' to fill the unexpired term of the Vice President will be held, according to the AMRS Statutes. However, that foreshortened term will not carry with it the right to automatically ascend to the presidency. In the event of the resignation, death or disability of the Vice-President, the Executive Committee may, paragraph 2.4 notwithstanding, appoint one of its members to act as Vice-President, without the right of ascension to the presidency, until the close of the next Annual General Meeting where an 'election' to fill the unexpired vice-presidential term will be held according to the ARMS Statutes. If the term of the former Vice President was due to expire at the end of the year in which the Annual General Meeting occurs, then an 'election' for both Vice-President and President will be held according to the AMRS Statutes. In the event that the Secretary cannot carry out his/her duties, the Executive Committee shall appoint a delegate to complete the term of office of the incumbent.

2.4

No individual may hold simultaneously more than one office on the Executive Committee.

2.5

The President on his/her own initiative or at the request of the Executive Committee, may invite any individual to be present at a meeting of the Executive Committee; such an invited guest may take part in the discussions but shall have no voting power.

2.6

A quorum of the Executive Committee for the purpose of voting shall consist of two thirds of the members of the Committee. All officers have an equal vote. In the event of a tied vote, the issue shall be decided only by vote of the full Executive Committee membership.

2.7

The Executive Committee is responsible for overseeing and directing the relationship between AMRS and IUMRS and between AMRS the NCMSE.

### **3. President and Vice-President**

3.1

The AMRS President is the chairperson of the Annual General Meeting and Executive Committee meetings of AMRS and normally chairs the meetings. In the absence of the President, the Vice-President may assume those and other duties of the President. However, a majority of Executive Committee members may designate any member to act as the temporary chairperson for any portion of their meeting.

3.2

The President is an ex officio member of all Commissions, Sub-committees, or Working Groups. The President may delegate this function to an Officer, at his/her discretion.

3.3

The Vice President shall be prepared to accept delegation by the President as an ex officio member of one or more Commissions, Sub-committees, or Working Groups.

### **4. Secretary**

4.1

The AMRS Secretary serves as secretary of the Annual General Meeting and Executive Committee Meetings. In the absence of the Secretary, the President shall designate another member of the Executive Committee to serve temporarily as Secretary.

4.2

The Secretary is an ex officio member of all Commissions, Sub-committees, or Working Groups.

4.3

The Secretary, directly or through his/her representative, is responsible for recording the official proceedings and formal decisions of Executive Committee Meetings.

## **5. Commissions, Sub-committees, and Working Groups**

5.1

The Executive Committee is responsible for the establishment and oversight of Commissions, Sub-committees and Working Groups which have functions integral to the work of AMRS. (See Statutes, Article III.A.3).

5.2

The Chairperson of each Commission, Sub-committee or Working Group shall be appointed by the Executive Committee.

5.3

Each Commission, Sub-committee or Working Group should be composed of members who, as far as practical, represent the full range of activities of the Australian materials research community and their scientific disciplines as well as members who bring with them necessary expertise. Such members need to be resident in Australia and be affiliated with any specific Australian society, network, or organization that has links with the NCMSE.

5.4

The Chairperson of each Commission, Sub-committee or Working Group shall report annually to the Executive Committee on the activities of the Commission, Sub-Committee or Working Group.

5.5

The term of a Chairperson shall normally be two years but may be extended at the discretion of the Executive Committee.

5.6

In the event of the resignation, death or disability of the Chairperson of a Commission, Sub-committee or Working Group, the Executive Committee shall appoint a new Chairperson, whose term begins with his/her appointment.

5.7

If in the sole judgement of the Executive Committee, a Chairperson fails to fulfill the duties required of the position, he or she may be replaced by the Executive Committee.

5.8

The explicit duties and responsibilities of each Commission, Sub-committee or Working Group will be determined by the Executive Committee, and they may be published in various forms, including on the NCMSE and AMRS web sites.

## **6. Nomination and Election of Officers**

6.1

Election of the officers shall occur at the Annual General Meeting prior to the calendar year in which their terms of office begin. If for unforeseen circumstances

that meeting cannot be held, an election using email or other electronic means will be held.

6.2

The Executive Committee members shall submit nominations to the Annual General Meeting for the officer positions of AMRS. The slate of candidates for officers should, as far as is practical, be selected so that, over a few years, the ensemble of nominees is representative of the full range of activities of the Australian materials science and engineering community.

6.3

Each nomination must be accompanied by a brief statement of the qualifications of the nominee for office, which may include a policy statement by the nominee.

6.4

The full slate of candidates for each office, together with statements of their qualifications, shall be communicated to the NCMSE (for information and ongoing communication as necessary) by the Secretary or his/her representative four weeks before the meeting of the Annual General Meeting at which the election of officers will be held.

6.7

The election of officers shall be governed by the same rules of quorum and proxy representation as those defined in the Statutes for all Annual General Meeting actions.

6.8

In voting, each of the offices shall be taken separately and in the sequence: Vice-President, Secretary and other members. Voting shall be by secret ballot. A 2/3rds majority of delegates participating in the meeting shall be required for election. If on the initial balloting no candidate achieves a 2/3rds majority, the procedure required by paragraph 6.9 below shall be followed. Voting by proxy is permitted.

6.9

In the event that a candidate for each office does not attain a 2/3rds majority of delegates participating in the meeting, a second secret ballot shall be taken between the two nominees with the highest number of votes cast. This procedure shall be repeated until a single nominee has been elected for each office by a 2/3rds majority of delegates participating in the meeting.

6.10

In the event that paragraph 6.9 does not resolve the election of an officer, the President can exercise a deciding vote to resolve the issue.

## **7. Bylaws**

7.1

The Bylaws may be amended by a 2/3rds majority vote of the members of the Executive Committee at an Annual General Meeting.

Drafted and accepted by the Executive Committee February 9, 2016