



# **Association of Operating Theatre Practitioners Inc Constitution**

*KITTO & KITTO  
BARRISTERS & SOLICITORS  
Level 2, 19 Pier St  
Cathedral Square  
PERTH. W.A. 6000*

# AIMS

Further Education and Continuing Professional Development

To provide social activities for its members

Exchange of knowledge

To unite and promote as a professional body

## **OBJECTIVES**

To upgrade, protect and advance the interests of the Association and its members.

To achieve professional status and recognition for the members of the Association.

To promulgate a Code of Ethics applicable to the members thereof.

Promote advancement in relation to studies and work.

## **CODE OF ETHICS**

All members of the Society are required to abide by the following Code of Ethics, which has been promulgated not only for the benefit of the members, but also for the protection of the patient.

1. Carry out duties with skill, care and judgment in such a way as to promote and protect the rights and well being of the patient.
2. Confidentiality of the patient shall be respected and maintained at all times.
3. Be aware of the value and have respect for all professional persons associated with the provision of patient care.
4. Recognise any limitations of competence and never undertake delegated tasks without first receiving instruction, which will facilitate the duties to be carried out in a professional and capable manner.
5. Endeavour to achieve and maintain a high standard and to impart such knowledge to fellow members.
6. Afford and maintain high standards of care to patient suffering ill health due to a communicable disease, in accordance with local policy.

**ASSOCIATION OF OPERATING THEATRE PRACTITIONERS  
(INC)**

**CONSTITUTION**

**1. NAME**

*The name of the association (hereinafter called “the Association”) shall be the “Association of Operating Theatre Practitioners (Inc.)”, formerly the Western Australian Society of Anaesthesia Technicians (Inc.).*

**2. REGISTERED OFFICE**

*The registered Post Office of the Association shall be at P.O Box 606, SUBIACO, W.A. 6904.*

*The registered address for the meetings shall be at the A.N.Z.C.A. Office, 20/127 Herdsman Parade, Wembley W.A.*

**3. OBJECTIVES**

The objectives of the Association shall be by all lawful means:

- a. To obtain and maintain reasonable conditions of work and a fair remuneration for Members of the Association.
- b. To upgrade, protect and advance the interests of the Association and its Members.
- c. To achieve professional status and recognition for the Members of the Association.
- d. To receive and disseminate information amongst Members and others.
- e. To promulgate a Code of Ethics applicable to Members thereof.
- f. To promote the social, intellectual and general advancement of the Members of the Association and particularly in relation to their studies for and the carrying out of their work.
- g. Generally to promote and protect the mutual interest of its Members in any way which may be considered as beneficial to them.
- h. To purchase, take on lease, exchange, hire or otherwise acquire any real and personal property and any rights or privileges necessary or convenient for the purpose of the Association and to improve, manage, develop, lease, mortgage, sell, dispose of, turn to account, or otherwise deal with all or any part of the property of the Association.

### **3. OBJECTIVES (Cont)**

- i. To erect, alter, maintain and improve any buildings required for the purpose of the Association
- j. To borrow any moneys required for the purpose of the Association upon such terms and upon such securities (if any) as may be determined.
- k. To do all such acts, deeds, matters and things and to enter into and make such arrangements as are incidental or conducive to the attainment of the above objects or any of them.

### **4. APPLICATION OF INCOME AND PROPERTY**

The income and property of the Association from whatever source derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise to the persons who at any time are or have been members or to any person claiming through any of them, provided that nothing contained herein shall prevent the payment in good faith of remuneration to any Officers or Servants of the Association or to any member or other person in return for any services actually rendered to the Association, or shall prevent the payment of interest on money borrowed from or lawfully due to any member.

### **5. ORDINARY MEMBERSHIP**

Any person working as an Anaesthetic Technician/Nurse and having successfully completed the necessary qualifications to practice as an Anaesthetic Technician/Nurse may become a member of the Association upon the agreement of the Executive Committee.

The Executive Committee shall have the final decision as to the validity of any training course.

### **6. ASSOCIATE MEMBERS**

Any person not working as an Anaesthetic Technician/Nurse or not having obtained a valid qualification (as per section 5) may apply for Associate membership, subject to the approval of the Executive Committee. An Associate member shall have the rights and privileges of membership but shall not be entitled to vote at any meeting of the Association. An Ordinary member ceasing to work as an Anaesthetic Technician/Nurse, except as a result of temporary illness shall, while he or she does not carry out such work, be an Associate member of the Association only.

### **7. HONORARY MEMBERSHIP**

Any person may on the recommendation of the Committee and by Resolution of a General Meeting be elected as an Honorary Member of the Association

and will while a Member enjoy all of the rights of membership other than the right to vote.

## **8. STUDENT MEMBERSHIP**

Any person enrolled in a valid training course, run by a Registered Training Organization, may apply for Student Membership of the Association.

A Student member shall enjoy all the rights of membership other than the right to vote.

## **9. MEMBERSHIP AND EXPULSION OF MEMBERS**

- A(i) Application for membership of any class of members outlined in this Constitution shall be referred to a Committee Meeting of the Association and the Association may in its absolute discretion accept or reject any Application without giving any reason therefore.
- (ii) Upon an application being rejected, the Committee shall notify the applicant in writing with as little delay as possible.
- (iii) If the application for membership is approved by the Committee then, upon receipt of payment of the initial joining fee and annual subscription, the Committee shall enter the applicants name in the register of members whereupon the applicant becomes a member of the Association.
- B(i) Subject to this rule, the Committee may recommend by resolution to be passed by two thirds of the Committee members present and voting at a Committee Meeting of the Association, that a member be either expelled from the Association or have their rights and privileges as a member suspended, if in the opinion of the Committee the member has been guilty of conduct detrimental to the interests of the Association.
- (ii) Where the Committee recommends that a member is either expelled or suspended then the Committee shall, without undue delay, cause to be served by certified mail on that member a notice in writing.
- (a) Giving details of the date, time and location of the Committee Meeting;
- (b) Specifying the reasons for the recommended expulsion or suspension and in cases of recommended suspension, the proposed period of time of the suspension; and
- (c) Informing the member of his or her right to be heard during the Committee Meeting before the Committee finally votes on the matter.

- (iii) At a Committee Meeting convened for the purpose of this rule:
  - (a) No business other than the issue of the recommended expulsion or suspension shall be transacted.
  - (b) The Committee may place before the meeting details of the reasons for the recommended expulsion or suspension.
  - (c) The member who has been recommended for expulsion or suspension shall be given the opportunity to be heard.
  - (d) The members present shall then vote by secret ballot on the question of whether or not the resolution to expel or suspend the member should be passed.
- (iv) Grounds for recommending the expulsion of a member shall include but shall not be limited to the following:
  - (a) Conviction of possession of a non-prescribed substance;
  - (b) Conviction of theft of a prescribed or non-prescribed substance; and
  - (c) Serious breach of Code of Ethics of the association.

#### **10. LIFE MEMBERSHIP**

Any Member who has given distinguished service to the Association may on the recommendation of the Committee and by the resolution of a General Meeting of the Association be elected to Life Membership of the Association. A Life Member shall have all the rights and privileges of membership and shall be entitled to hold office and to take part in and vote at any meeting but shall not be liable to pay any subscriptions or levies.

#### **11. RESIGNATION OF MEMBERS**

Any Member may resign from the Association by giving not less than one calendar months notice of his/her intention so to do in writing and such member shall continue to be a member until the expiration of the period of such notice and shall also be liable for all subscriptions and levies due to the date of the expiry of such notice.

#### **12. MANAGEMENT**

- (1) The management of the affairs of the Association shall be vested in the Committee of the Association, which shall comprise a President, Vice President, Secretary, Treasurer and six ordinary members.



- (2) The quorum for all meetings of the Committee shall be any five of the before mentioned Committee members.
- (3) The Committee:
  - (i) Shall control and manage the business and affairs of the Association;
  - (ii) may, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association;
  - (iii) subject to these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

The duties of the Officers shall be:

(i) **President**

It shall be the duty of the President to preside at all meetings of the Association and the Committee and to perform such other duties as ordinarily pertain to this Office

(ii) **Vice-President**

It shall be the duty of the Vice-President to preside at meetings of the Committee in the absence of the President and to perform such other duties as ordinarily pertain to this office

(iii) **Treasurer**

It shall be the duty of the Treasurer to have custody of all funds, accounting at any time on demand by the Committee.

He /She shall prepare a statement of assets and liabilities and of receipts and expenditure on the 31st day of January in each year.

He / she shall bank or cause to be banked all funds of the Association within seven days of receipt and once each month submit a financial statement containing such information as it shall from time to time require for the information of the Committee. Upon his / her retirement from office he / she shall transfer to his / her successor or to the President, all funds, books of accounts, and any other property of the Association in his /her possession.

(iv) **Secretary**

It shall be the duty of the Secretary to keep the records of the meetings of the Association and all other meetings of Committees and Sub-Committees and record and preserve the minutes of such meetings.

(v) **The Public Relations Officer**

- a) It shall be the duty of the Public Relations Officer to investigate means of public education for the profession and use of the various communication media available.
- b) At the discretion of the Committee through personal contacts with various groups and individuals convey an understanding of the profession and the Association.

**13. ELECTION OF OFFICERS**

The President, Vice-President, Secretary, Treasurer, Public Relations Officer and other Members of the Committee shall be elected at the Annual General Meeting from among the voting Members.

All Members of the Committee shall retire annually but shall be eligible for re-election.

Nominations for election to the Committee shall be in writing duly signed by the nominee who shall be a financial Ordinary Member and witnessed by one other financial Ordinary Member of the Association and shall be in the hands of the Secretary prior to the commencement of the Annual General Meeting and details of nominees shall be given to any Member at their request after the date of closing for nomination.

If the nominations received exceed the number required for the various Offices a secret ballot shall be taken.

In the event of only one or no nominations for any Office or Offices being received within the time prescribed nominations may be accepted at such meetings.

In the event of a tie taking place in a ballot the scrutineer shall so inform the Chairman who shall have a casting vote and who shall then announce the result of the ballot.

**14. GENERAL MEETINGS**

- a) A General Meeting shall be held once in every calendar year at such time (not being more than 15 months after the holding of the last preceding General Meetings) and place as may be prescribed by the Association in General Meeting, or, in default, at such time and at such place as the Committee shall appoint. In default of a General Meeting being so held, a General Meeting shall be held in the month next following and may be convened by any two Ordinary Members in the same manner as nearly as possible as that in which meetings are to be convened by the Committee.
- b) The above mentioned General Meetings shall be called "Annual General Meetings; all other General Meetings shall be called "General Meetings.
- c) The Committee may, whenever they think fit, convene a General Meeting. If at any time there are not within the State sufficient Committee Members capable of acting to form a quorum, any Committee Member or any two Ordinary Members of the Association may convene a General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the Committee. In default of a General Meeting being so held, a General Meeting shall be held in the month next following and may be convened by any two Ordinary Members in the same manner as nearly as possible as that in which meetings are to be convened by the Committee.

**15. NOTICE OF GENERAL MEETINGS**

- a) Fourteen days' notice at least (exclusive of the day on which notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Association in General Meetings to such persons as are, under the regulations of the Association, entitled to receive such notices from the Association.
- b) Any such notice shall be deemed to have been duly given if electronically sent or left at or forwarded by prepaid post to the registered address of any Member.
- c) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any Member shall not invalidate the proceedings at any meeting.
- d) A proxy voting form is available from the Secretary for all ordinary members for an absentee vote

**16. PROCEEDINGS AT GENERAL MEETINGS**

- a) All business of which notice is given shall be deemed special that is transacted at General Meetings and all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the report of the Committee and Auditors, the election of Committee and other Officers in the place of those retiring by rotation and the fixing of the remuneration of the Auditors.
- b) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business, save as herein otherwise provided, one quarter of the Ordinary Members, being personally present, shall be a quorum.
  - a. If within 15 minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisitioning of Members, shall be dissolved; in any other case it shall stand adjourned
- c) To the same day in the next month at the same time and place and if at the adjourned meeting a quorum is not present within 15 minutes from the time appointed for the meeting, the Members present shall be a quorum.
- d) The President shall preside as Chairman at every General Meeting of the Association.
- e) If the President is not present within 15 minutes after the time appointed for holding the meeting, or is unwilling to act as Chairman, the Vice-President shall preside unless he is not present or is unwilling to act as

Chairman, then the Members present shall choose some one of their number to be Chairman.

- f) The Chairman may, with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for seven days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.
- g) At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded by at least two Members present in person entitled to vote and unless a poll is so demanded a declaration by the Chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Association shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- h) If a poll is duly demanded it shall be taken in such manner as the Chairman directs and unless the meeting is adjourned the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- i) In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
- j) A poll demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs.

## **17. SUBSCRIPTIONS**

- a) The subscription for Membership shall be fixed at each Annual General Meeting.
- b) (i) Any applicant seeking membership to the Association, irrespective of the class or type of membership for which they are applying, shall be required to pay to the Association a non-refundable initial joining fee which must accompany their application for membership.
- (ii) The initial joining fee shall cover administrative costs incurred in considering any applications for membership to the Association and the amount payable shall be set at each annual general meeting of the members of the Association.

- (iii) Should a members membership fees be in arrears for a period exceeding two (2) months after the due date for payment, then the member shall be liable to pay an additional late fee which shall be for an amount equal to the sum of the initial joining fee.
- (iv) *Section deleted following amendments 21<sup>st</sup> March 2009.*
- (v) **Subscription Under Special Circumstances-** Subject to the Committees approval an individual's Membership Fees to any class of membership contained herein, may be payable, under special circumstances in two allotments in any one membership period. The member applying for consideration under this section shall receive due notice in writing of the Committees decision within seven days of the Committees decision.
- (vi) Anaesthesia Technician students will be entitled to discounted membership while they undertake the course. On completion of course discounted membership is extended till the end of the financial year.

**18. LEVIES**

The Association may, whenever it deems it expedient, in order to meet the expense of the Association, make a levy or levies on the Ordinary Members thereof provided that during any financial year a levy or levies under this Rule shall not exceed the amount of the annual subscription for Ordinary Membership. Members shall pay to the Treasurer the amount of any levy not later than one month from the date of the receipt by them of notification thereof. A Member who fails to comply with the above shall be declared unfinancial and his or her membership shall lapse until all moneys shall be paid.

**19. MEMBERS OF THE COMMITTEE**

The Office of any Member of the Committee shall be vacated if the Committee person:

- a) Fails to attend three consecutive meetings of the Committee or five meetings in any one financial year without good and sufficient reasons.
- b) Through ill health or business reasons is unable to attend his/her duties as a Member of the Committee.
- c) Becomes bankrupt.
- d) By his/her conduct or continual quarrelling with other Members, or by political activities or sectarianism, brings discredit upon the Association
- e) Fails to take an active interest in the control and management of the Association.

Where a vacancy by reason of death or otherwise occurs during the year amongst the Members of the Committee, such vacancy shall be filled by the Association at its next General Meeting, after the vacancy shall have occurred. Any Member of the Committee may be removed from his her Office when a resolution to that effect is passed by a two-

third majority of a General Meeting of the Association convened for that purpose.

**20. DUTIES AND POWERS OF THE COMMITTEE**

The Committee shall have the following duties and powers:

- a) Control the assets of the Association and to invest any funds of the Association in such manner as it sees fit.
- b) To authorise industrial action and to execute industrial agreements and agreements in relation to industrial matters.
- c) To enter into contracts and agreements for the purpose of regulating supplies of commodities to its Members.
- d) To authorise legal action, and in connection therewith retain legal representatives, with a view to attaining any of the objects of the Association or protecting the professional trade or industrial interests of its Members or any of them.
- e) Generally to manage, control and direct the affairs of the Association and carry its objects into effect.

**21. AUDIT**

The Auditor for the Association shall be appointed at the Annual General Meeting and shall audit the accounts of the Association at least once in every financial year and also certifies the Annual Balance Sheet.

**22. INSPECTION OF BOOKS AND REGISTER**

Any Member may inspect the Books of Account, Minute Books and Register of Members of the Association at the office of the Association on making a written application so to do to the Secretary who shall thereupon fix a day and time for such inspection without undue delay.

**23. TRUSTEES**

The Trustees of the Association appointed under the authority of this section shall be three in number and shall hold office at the pleasure of the Association, provided that the Committee shall have power to fill all vacancies occurring between Annual General Meetings, subject to the confirmation of any such appointment at the Annual General Meeting next ensuing.

**24. SEAL**

The Association shall have a Common Seal and the Trustees for the time being shall have the custody thereof. The Seal of the Association shall not be affixed to any instrument except by authority of a resolution of the Committee and in the presence of a Trustee and of the Secretary or such other person as the Committee Members may appoint for the purpose; and that Trustee and the Secretary or other person as aforesaid shall sign

every instrument to which the Seal of the Association is so affixed in their presence.

**25. BANK ACCOUNT**

Operation upon the funds of the Association shall be by cash, electronic banking, and/or cheque, and signed by the Treasurer and one other person on the Executive Committee.

Electronic transfers will be allowed and accessible, but must be passed and recorded at the general meetings before the commencement of the transfer, and the receipt be signed by the Treasurer and one other Executive Committee Member.

**26. ALTERATION OF CONSTITUTION**

This Constitution may be added to, repealed or amended at any Annual General Meeting of Members provided a notice of the proposed addition, deletion or alteration is set out in the notice paper convening the meeting and provided also that no such resolution shall be effective unless carried special resolution of a majority of 75% of the Ordinary Members of the Association present and voting at such a meeting.

**27. DISSOLUTION OF ASSOCIATION AND DISTRIBUTION OF ASSETS**

- a) A General Meeting called for the purpose may, by a majority of 75% of the Financial Members present and eligible to vote, resolve to by a similar majority at a subsequent General Meeting to dissolve the Association and if such resolution is confirmed held not less than twenty-one nor more than twenty-eight days thereafter, then the Association shall be dissolved.
- b) If on the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to the Red Cross Blood Transfusion Service, Telethon - Princess Margaret Hospital.

**28. MEMBERSHIP TO THE AUSTRALASIAN SOCIETY OF ASSOCIATION EXECUTIVES (INC)**

*Section deleted following amendments 4<sup>th</sup> April 2006.*

**29. ACKNOWLEDGEMENT AND RECOGNITION OF OTHER ASSOCIATIONS**

The Association acknowledges and works in a collegiate manner with other associations representing Anaesthetic Technicians/Nurses.

c). *Section deleted following amendments 21<sup>st</sup> March 2009.*

## **INTERPRETATION**

In these rules, unless the contrary intention appears:

Committee means the committee of management of the Association.

“Expulsion” means the cancellation of all rights and privileges of membership and the withdrawal of the right to practice as an anaesthesia technician in Western Australia. A Notice of Expulsion shall be served on a member in accordance with the provisions of rule 9(B) (ii).

General Meeting means a general meeting of members convened in accordance with rule 14.

“Suspension” means the temporary cancellation of all rights and privileges of

membership and the temporary withdrawal of the right to practice as an anaesthesia technician in Western Australia for the period of time specified in the notice of suspension served on a member in accordance with the provisions of rule 9(B)(ii).

Words importing the singular or plural number shall include the plural and singular number respectively.

Words importing the masculine or neuter gender shall include every gender.

References to statutes shall include all statutes amending, consolidating or replacing the statutes referred to.

This is the Annexure of 22 pages marked 'A' referred to in Form 5 signed by me and dated  
3rd June 2015



## AMENDMENTS TO THE CONSTITUTION

Date	Section	Changes
April 4, 2006	<b>13 Paragraph 3</b>	<b>Reads:</b> “and signed by two financial Ordinary Members of the Association and shall be in the hands of the Secretary at least seven days prior to the date of the Annual General Meeting.” <b>Change:</b> “and witnessed by one other financial Ordinary Member of the Association and shall be in the hands of the Secretary prior to the commencement of the Annual General Meeting.”
April 4, 2006	<b>Section 17 (iv)</b>	<b>Reads:</b> (being the 1st day of <b>October</b> each year) <b>Change:</b> The word <b>October</b> to read <b>December</b> as the financial year of the Association now runs from July to June.
April 4, 2006	<b>Add to Section 17 (vi)</b>	“Anaesthesia Technician Students will be entitled to free membership while they undertake the course and for the year following registration.
April 4, 2006	<b>Section 28 (deleted)</b>	Membership to the Australian Society of Associated Executives is no longer paid and therefore is not relevant to the constitution.
April 4, 2006	<b>Section 29 &amp; 30</b>	<b>Reads:</b> References to the Australian Society of Anaesthesia Technicians. <b>Change:</b> All references to <b>The Australian Society of Anaesthesia Paramedical Officers</b>
March 21, 2009	<b>Section 1</b>	<b>Reads:</b> “Western Australian Society of Anaesthesia Technicians Inc” <b>Change:</b> “ <b>Association of Operating Theatre Practitioners Inc</b> ”
March 21, 2009	<b>Section 2</b>	Registered office shall be P.O. Box 606, SUBIACO, W.A. 6904
March 21, 2009	<b>Section 15B</b>	<b>Add:</b> <b>Electronically sent or forwarded by prepaid post to the registered address</b>
March 21, 2009	<b>Section 15D</b>	<b>Add:</b> <b>A proxy voting form is available from the Secretary for all ordinary members for an absentee vote</b>
March 21, 2009	<b>Section 17 (iv)</b>	<b>Reads:</b> should an application for membership be received after a six month period has elapsed into the membership year then the applicant will only be required to pay half of the membership fee <b>DELETE this section</b>
March 21, 2009	<b>Section 29C</b>	<b>Reads:</b> This Society shall abide by the aims, objectives, code of ethics and the constitution of the Australasian Society of Anaesthesia Paramedical Officers <b>DELETE this section</b>
March 21, 2009	<b>Section 30B</b>	<b>Reads:</b> This Association shall be responsible for the establishment and maintenance of a membership register. This Association shall provide the register, upon written request to the registrar of ASAPO <b>DELETE This Association shall provide the register, upon written request to the registrar of ASAPO</b>
March 19, 2011	<b>Section 5</b>	<b>Reads:</b> Any person resident in the State of Western Australia and having successfully completed such examinations as may be prescribed by the Association may become a Member of the Association. <b>Change:</b> Any person working as an Anaesthesia Technician / Nurse and having successfully completed Certificate IV Anaesthetic Technology or equivalent may become a member of the Association upon the agreement of the Executive Committee.

Date	Section	Changes
March 19, 2011	<b>Section 6</b>	<p><b>Reads:</b> Any person not working as an Anaesthesia Technician may apply for Associate Membership, subject to the approval of the Committee. An Associate member shall have the rights and privileges of membership but shall not be entitled to vote at any meeting of the Association. Any Ordinary Member ceasing to work as an Anaesthesia Technician (except as a result of temporary illness or absence from the State) shall, while he or she does not carry out such work, be an Associate Member of the Association only.</p> <p><b>Change:</b> Any person not working as an Anaesthesia Technician or not having obtained Certificate IV Anaesthetic Technology or equivalent may apply for Associate membership, subject to the approval of the Executive Committee. An Associate member shall have the rights and privileges of membership but shall not be entitled to vote at any meeting of the Association. An Ordinary member ceasing to work as an Anaesthesia Technician accept as a result of temporary illness shall, while he or she does not carry out such work, be an Associate member of the Association only.</p>
March 19, 2011	<b>Section 8</b>	<p><b>Reads:</b> Any person studying for any examination referred to in article five hereof and being or intending to be a resident of Western Australia may apply for student Membership of the Association. A student member shall have such rights as the Association shall from time to time determine but shall not have the right to vote</p> <p><b>Change:</b> Any person enrolled in Certificate IV Anaesthetic Technology with the Central Institute of Technology in Western Australia may apply for Student Membership of the Association. A Student member shall enjoy all the rights of membership other than the right to vote.</p>
March 19, 2011	<b>Section 9A(ii)</b>	<p><b>Reads:</b> Upon application being either approved or rejected by the Committee, the Public Relations Officer shall, with as little delay as possible, notify the applicant in writing of the Committee's decision.</p> <p><b>Change:</b> Upon an application being either approved or rejected the Committee shall notify the applicant in writing with as little delay as possible.</p>
March 19, 2011	<b>Section 9A(iii)</b>	<p><b>Reads:</b> If an application for membership is approved by the Committee then, upon receipt of payment of the initial joining fee and annual subscription, the Public Relations Officer shall enter the applicants name in the register of members whereupon the applicant becomes a member of the Association</p> <p><b>Change:</b> If an application for membership is approved by the Committee then, upon receipt of payment of the initial joining fee and annual subscription, the Committee shall enter the applicants name in the register of members whereupon the applicant becomes a member of the Association.</p>
March 19, 2011	<b>Section 9B(ii)</b>	<p><b>Reads:</b> Where the Committee recommends that a member is either expelled or suspended then the Public Relations Officer shall, without undue delay, cause to be served by certified mail on that member a notice in writing</p> <p><b>Change:</b> Where the Committee recommends that a member is either expelled or suspended then the Committee shall, without undue delay, cause to be served by certified mail on that member a notice in writing.</p>

Date	Section	Changes
March 19, 2011	<b>Section 17A</b>	<p><b>Reads:</b> The subscription for Ordinary Membership shall be fixed at each Annual General Meeting. All members other than Life and Honorary members shall be notified in writing within seven days of the date of the alteration of any such subscription and all subscriptions shall be payable within one month of such notification. Any member who fails to comply with the above shall be declared unfinancial and his or her membership shall lapse until all subscriptions shall be paid. The annual subscription for Associate membership shall be one-half of the annual subscription for Ordinary members.</p> <p><b>Change:</b> The subscription for Membership shall be fixed at each Annual General Meeting. All members other than Life and Honorary members shall be notified in writing of the alteration of any such subscription and all subscriptions shall be payable by the financial years end. Any member who fails to comply with the above shall be declared unfinancial and his or her membership shall lapse until all subscriptions have been paid.</p>
March 19, 2011	<b>Section 17B (vi)</b>	<p><b>Reads:</b> Anaesthesia Technician students will be entitled to free membership while they undertake the course and for the year following their graduation</p> <p><b>Change:</b> Anaesthesia Technician students will be entitled to free membership while they undertake the course. On completion of course free membership is extended till the end of the financial year.</p>
June 02, 2011	<b>Aims</b>	<p><b>Reads:</b> Security of employment as an Anaesthetic Technician.</p> <p><b>Change:</b> Delete/remove entire sentence.</p> <p><b>Reads:</b> Further Education.</p> <p><b>Change:</b> Further Education and Continuing Professional Development (CPD).</p>
March 14, 2015	<b>Objectives</b>	<p><b>Reads:</b> Promotes reasonable conditions of work and a fair Remuneration for members.</p> <p><b>Change:</b> Delete/Remove entire sentence</p> <p><b>Reads:</b> To provide legal representation where considered necessary to protect the rights of its members.</p> <p><b>Change:</b> Delete/Remove entire sentence</p>
March 14, 2015	Registered office	<p><b>Reads:</b> 2-The registered office of the Association shall be at P.O Box 606, SUBIACO, W.A. 6904</p> <p><b>Change:</b> The registered post office of the Association shall be P.O Box 606, SUBIACO, W.A. 6904.</p> <p><b>ADD:</b> The Registered address for the meetings shall be at ANZCA Office 20/127 Herdsman Parade, Wembley W.A.</p>
March 14, 2015	<b>Objectives</b>	<p><b>Reads:</b> G) to prescribe standards of work for Members of the Association and to arrange for the examination of candidates desirous of becoming Members of the Association.</p> <p><b>Change:</b> Delete/Remove entire sentence</p> <p><b>Reads:</b> H) To provide legal representation where considered necessary to protect the rights of its Members or any of them.</p> <p><b>Change:</b> Delete/Remove entire sentence</p>

Date	Section	Changes
March 14, 2015	<b>Section 4 Application of income and property</b>	<p><b>Reads:</b> “The income and property of the Association from whatever source derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise to the persons who at any <b>time</b> are or have been members or to any person claiming through any of them provided that nothing contained herein shall prevent the payment in good faith of remuneration to any Officers or Servants of the Association or to any member or other person in return for any services actually rendered to the Association or shall prevent the payment of interest on money borrowed from or lawfully due to any member.</p> <p><b>Change:</b> Spelling error Delete line add time</p>
March 14, 2015	<b>Section 5 Ordinary membership</b>	<p><b>Reads:</b> Any person working as an Anaesthetic Technician/Nurse and having successfully completed Certificate IV Anaesthetic Technology or equivalent may become a member of the Association upon agreement of the executive Committee.</p> <p><b>Change:</b> Any person working as an Anaesthetic Technician/Nurse, and having successfully completed the necessary qualifications to practice as an Anaesthetic Technician/Nurse, may become a member of the Association upon the agreement of the Executive Committee. The Executive Committee shall have the final decision as to the validity of any training course.</p>
March 14, 2015	<b>Section 6 Associate members</b>	<p><b>Reads:</b> Any person not working as an Anaesthesia Technician or not having obtained Certificate IV Anaesthetic Technology or equivalent may apply for Associate membership, subject to the approval of the Executive Committee. An Associate member shall have the rights and privileges of membership but shall not be entitled to vote at any meeting of the Association. An Ordinary member ceasing to work as an Anaesthesia Technician accept as a result of temporary illness shall, while he or she does not carry out such work, be an Associate member of the Association only.</p> <p><b>Change:</b> Any person not working as an Anaesthetic Technician/Nurse, or not having obtained a valid qualification (as per section 5), may apply for Associate membership, subject to the approval of the Executive Committee. An Associate member shall have the rights and privileges of membership but shall not be entitled to vote at any meeting of the Association. An ordinary member ceasing to work as an Anaesthetic Technician/Nurse, except as a result of temporary illness shall, while he or she does not carry out such work, be an Associate member of the Association only.</p>
March 14, 2015	<b>Section 8 Student membership</b>	<p><b>Reads:</b> Any person enrolled in Certificate IV Anaesthetic Technology, or equivalent with the Central Institute of Technology in Western Australia may apply for Student Membership of the Association. A student member shall enjoy all the rights of the membership other than the right to vote.</p> <p><b>Change:</b> Any person enrolled in a valid training course, run by a Registered Training Organization, may apply for Student membership of the Association. A Student member shall enjoy all the rights of membership, other than the right to vote.</p>

Date	Section	Changes
March 14, 2015	<b>Membership and expulsion of members</b>	<p><b>Reads:</b> A (ii) Upon an application being either <b>approved or</b> rejected the Committee shall notify the applicant in writing with as little delay as possible.</p> <p><b>Change:</b> <del>Delete approved or (to read) Upon an application being rejected, the Committee shall notify the applicant in writing with as little delay as possible.</del></p> <p><b>Reads:</b> B iii (c) The member who has been recommended for expulsion or suspension shall be given the opportunity to be heard and</p> <p><b>Change:</b> <del>Delete and at the end of the sentence</del></p>
March 14, 2015	<b>Section 10 Life membership</b>	<p><b>Reads:</b> Any Member who has given distinguished service to the Association may on the recommendation of the Committee and by the resolution of a General Meeting of the Association be elected to Life Membership of the Association. A Life Member shall have all the rights <del>arid</del> privileges of membership and shall be entitled to hold office and to take part in and vote at any meeting but shall not be liable to pay any subscriptions or levies.</p> <p><b>Change:</b> <del>Spelling error change arid to and</del></p>
March 14, 2015	<b>Section 11 Resignation of members</b>	<p><b>Reads:</b> Any Member may resign from the Association by giving not less than one calendar months notice of his/her intention so to do in writing <del>arid</del> such member shall continue to be a member until the expiration of the period of such notice and shall also be liable for all subscriptions and levies due to the date of the expiry of such notice.</p> <p><b>Change:</b> <del>Spelling error change arid to and</del></p>
March 14, 2015	<b>Section 12 Management</b>	<p><b>Reads:</b> (1) The management of the affairs of the Association shall be vested in the Committee of the Association which shall comprise a President, Vice President, Secretary (<b>who shall also be the public relations officer of the Association</b>) Treasurer and nine ordinary members</p> <p><b>Change:</b> <del>Delete (who shall also be the public relations officer of the Association).</del> <del>Add: Secretary, Public Relations Officer, Treasurer and a minimum of six ordinary members</del></p> <p>(iii) <b>Treasurer</b></p> <p><b>READS:</b> It shall be the duty of the Treasurer to have custody of all funds, accounting at any <del>lime</del> on demand by the Committee. He / she shall prepare a statement of assets and liabilities and of receipts and expenditure on the <del>30th day of September in each year</del></p> <p><b>Change:</b> <del>Spelling error change lime to time</del></p> <p><b>Change:</b> <del>Delete: 30<sup>th</sup> Day of September in each year.</del> <del>Add: 31<sup>st</sup> Day of January in each year</del></p>
March 14, 2015	<b>Section 13 Election of officers</b>	<p><b>Reads:</b> The President, Vice-President, Secretary, Treasurer and other Members of the Committee shall be elected at the Annual General Meeting from among the voting Members.</p> <p><b>Change:</b> <del>Add Public Relations Officer after Treasurer and before and other members.</del></p>
March 14, 2015	<b>Section 15 Notice of General Meetings</b>	<p><b>Reads:</b> a) Fourteen days' notice at least (exclusive of the day on which notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in <del>mairer</del> hereinafter mentioned, or in such other <del>mairer</del>, if any, as may be prescribed by the Association in General Meetings to such persons as are, under the regulations of the Association, entitled to receive such notices from the Association.</p> <p><b>Change:</b> <del>Spelling error change mairer to manner</del></p>

Date	Section	Changes
------	---------	---------

March 14, 2015	<b>Section 16 Proceedings at General Meetings</b>	<b>Reads:</b> h) If a poll is duly demanded it shall be taken in such <b>mainer</b> as the Chairman directs and unless the meeting is adjourned the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded. <b>Change:</b> <b>Spelling error should be manner</b>
March 14, 2015	<b>Section 17 Subscriptions</b>	<b>Reads:</b> a) the subscription for Membership shall be fixed at each Annual General Meeting. All members other than Life and Honorary members shall be notified in writing of the alteration of any such subscription and all subscriptions shall be payable by the financial years end. Any member who fails to comply with the above shall be declared unfinancial and his or her membership shall lapse until all subscriptions have been paid. <b>Change:</b> <b>Delete/Remove part of sentence. Delete: All members other than Life and Honorary members shall be notified in writing of the alteration of any such subscription and all subscriptions shall be payable by the financial years end. Any member who fails to comply with the above shall be declared unfinancial and his or her membership shall lapse until all subscriptions have been paid.</b> <b>Reads:</b> (V1) Anaesthesia Technician students will be entitled to <b>free</b> membership while they undertake the course. On completion of course free membership is extended till the end of the financial year. <b>Change:</b> <b>Anaesthesia Technician students will be entitled to discounted membership while they undertake the course. On completion of course free membership is extended till the end of the financial year.</b>
March 14, 2015	<b>Section 19 Members of the Committee</b>	<b>Reads:</b> b) through ill health or business reasons is unable to attend <b>Ms/her</b> duties as a Member of the Committee. <b>Change:</b> <b>Spelling error should read, "to attend his/hers"</b>
March 14, 2015	<b>Bank account</b>	<b>Reads:</b> Operation upon the funds of the Association shall be by cheque signed by the Treasurer and such other person or persons, as the Committee shall authorise. <b>Change:</b> <b>Operation upon the funds of the Association shall be by cash, electronic banking cheque signed by the Treasurer and one other person on the Executive Committee.</b> <b>ADD:</b> <b>Electronic transfers will be allowed and accessible, but must be passed and recorded at the general meetings before the commencement of the transfer and the receipt be signed by the Treasurer and one other Executive Committee Member.</b>
March 14, 2015	<b>Section 29 Acknowledgement of the Constitution of the Australasian Society of Anaesthesia Paramedical Officers.</b>	<b>Reads:</b> a). This Society formally acknowledges the Constitution of the Australasian Society of Anaesthesia Paramedical Officers. b) This Society shall work with the Australasian Society of Anaesthesia Paramedical Officers and all Regional Societies to meet the Aims and Objectives of the Australasian Society of Anaesthesia Paramedical Officers. c) Section deleted following amendments 21 <sup>st</sup> March 2009. <b>Change:</b> <b>Header to read 29- ACKNOWLEDGEMENT AND RECOGNITION OF OTHER ASSOCIATIONS</b> <b>Change:</b> <b>(Delete entire sentence) Replace with "The Association acknowledges and works in a collegiate manner with other associations representing Anaesthetic Technicians/Nurses"</b>
March 14, 2015	<b>Section 30 Membership of the Australasian Society of Anaesthesia Paramedical Officers</b>	<b>Reads:</b> a). Membership to any class of membership, as before mentioned, in Section 5 Ordinary Membership, Section 6 Associate Membership and Section 8 Student Membership is automatic upon meeting the membership criteria as mentioned under each of these sections and upon payment of the Annual Membership Fees and any Initial Joining Fee to this Association. b). This Association shall be responsible for the establishment and maintenance of a Membership Register for all members of this State. Part section deleted following amendments 21 <sup>st</sup> March 2009. <b>Change:</b> <b>Delete entire paragraph and title</b>