

# Rules of the Australian Society of Soil Science Incorporated

(Revised September 2009)

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## PART 1. PRELIMINARY

### 1.1. INTERPRETATION

#### 1.1.1. Definitions

In these rules, unless a contrary intention appears –

- “Financial year” means the year ending on December 31.
- “Federal Council” means the Committee of Management of the Society.
- “Executive” means the Officers of the Society.
- “Executive Committee” means the Executive plus the Executive Officer.
- “Branch Committee” means any affiliated committee approved by the Federal Council located within a region of the Society.
- “Branch” means any affiliation approved by the Federal Council located within a region of the Society.
- “Executive Officer” means the person appointed by the Federal Council to manage the business of the Society.
- “Federal Office” means a Central Office nominated by the Federal Council to manage the business of the Society.
- “Member” means a member of the Society whether Ordinary, Student, Retired, or Honorary.
- “Ordinary Council Member” means a member of the Federal Council who is not an office-bearer of the Society as referred to in Rule 3.2.1.
- “Secretary” means the person holding office under these rules as Secretary of the Society or, where no such person holds that office, the Public Officer of the Society.
- “The Act” means the *Associations Incorporation Act 1991*.
- “The Regulations” means the *Associations Incorporation Regulations*.

#### 1.1.2. Scope

In these rules –

- 1.1.2.1. A reference to a function includes a reference to a power, authority and duty; and
- 1.1.2.2. A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- 1.1.2.3. The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

### 1.2. NAME

- 1.2.1. The name of the Society shall be the “Australian Society of Soil Science Incorporated”

## PART 2. MEMBERSHIP

### 2.1. MEMBERSHIP CLASSES

The Society shall consist of the following classes of membership as herein defined –

- 2.1.1. Ordinary Member – any person that contributes to the Society such sum per annum as the Society may from time to time determine and is elected to membership by the Society, shall be a member of the Society with the right to vote at all meetings of the Society.
- 2.1.2. Company Member – any firm, company or corporate body that contributes to the Society such sum per annum as the Society may from time to time determine and is elected to membership by the Society, shall be a member of the Society with the right to vote at all meetings of the Society.
  - 2.1.2.1. Any firm, company or corporate body so elected shall be required to provide to the Society by January 1 of each year, the name of its nominee who shall exercise its voting right at meetings of the Society during the twelve (12) month period ending December 31.
- 2.1.3. Student Member – any person who is undertaking a full time course of study at an institution approved by the Federal Council and that contributes to the Society such sum per annum as the Society may from time to time determine and is elected to membership by the Society, shall be a member of the Society with the right to vote at all meetings of the Society.
- 2.1.4. Retired Member – any person who is no longer in paid employment either in a full time or part time capacity and contributes to the Society such sum per annum as the Society may from time to time determine and is elected to membership by the Society, shall be a member of the Society with the right to vote at all meetings of the Society.
- 2.1.5. Honorary Life Member – Honorary membership for life shall be restricted to persons who have retired from active service and who have rendered eminent service to soil science and/or the Society.
  - 2.1.5.1. The number of persons so honored shall not exceed a total of 25 at any time.
  - 2.1.5.2. Nominations can be submitted at any time during the year and will be considered on a biannual basis by a committee comprising the President, Vice-President, and immediate past-President for recommendation to Federal Council.
  - 2.1.5.3. Unsuccessful nominations shall not be automatically carried forward from one year to the next, but this should not preclude renomination of a candidate.
  - 2.1.5.4. The following shall be considered criteria for the nomination of candidates for Honorary Life Member.
    - 2.1.5.4.1. Such a person should have at least 15 years membership of the Society, or
    - 2.1.5.4.2. Evidence of service such as committee membership, service as an office bearer, contribution to the organization of conferences, field days and operation of Branches.
  - 2.1.5.5. Nominations, accompanied by an outline of the case supporting Honorary Life membership shall be submitted to the Federal Council by the nominator and seconder. Honorary Life Memberships will not be considered unless accompanied by sufficient background information and justification.
- 2.1.6. Honorary Member – Honorary membership shall be restricted to visitors or special cases not covered in other classes of membership. Council shall determine the duration of an honorary membership in each individual case and when notifying a person that he or she has been made an honorary member shall inform him or her of the duration of the honorary membership.
- 2.1.7. Associate Member – Associate membership shall be restricted to members of overseas Societies of Soil Science with whom ASSSI has a reciprocal arrangement and who contribute to the Society such sum per annum as the Society may from time to time determine. Such members will have access to the Society’s newsletter (Profile), but will have no voting rights at meetings of the Society.

### 2.2. MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member if –

- 2.2.1. The person is referred to in paragraph 21 (2) (a) or (b) of the Act and has not ceased to be a member of the Society at any time after incorporation of the Society under the Act; or
- 2.2.2. The person has been nominated for membership in accordance with Rules 2.1.1, 2.1.3, 2.1.4, and 2.1.5 and has been approved from membership of the Society by the Federal Council.
- 2.2.3. Is engaged in the practice of or is interested in soil science or the scientific study of soil.

**2.3. NOMINATION FOR MEMBERSHIP**

- 2.3.1. A nomination of a person for membership of the Society –
- 2.3.1.1. Shall be made by the applicant on the application form drawn up by the Federal Council and endorsed by two financial members of the Society who know the applicant personally, and
- 2.3.1.2. Shall be lodged directly to the Federal Office with the appropriate subscription fee.
- 2.3.2. Provisional membership shall be granted immediately where an application satisfies the Society's Rules.
- 2.3.3. A copy of the application shall be forwarded to the Society president and the relevant Branch president who must assess the application before the next scheduled meeting of the Federal Council where the application will be considered.
- 2.3.3.1. Where the Federal Council determines to approve a nomination for membership, the Executive Officer shall as soon as practicable after that determination, notify the nominee of the approval. The Executive Officer shall, after payment by the nominee of the annual subscription fee, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the Society.
- 2.3.3.2. The decision of Federal Council shall be final. If the application is not successful then the subscription will be returned in full with the letter of notification.
- 2.3.3.3. Persons permanently domiciled overseas shall be normally the responsibility of Federal Council, but such applicants can elect to be a member of a Branch if they wish to do so.

**2.4. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

A right, privilege or obligation which a person has by reason of being a member of the Society –

- 2.4.1. Is not capable of being transferred or transmitted to another person; and
- 2.4.2. Terminates upon cessation of the person's membership.

**2.5. CESSATION OF MEMBERSHIP**

- 2.5.1. A person ceases to be a member of the Society if the person –
- 2.5.1.1. dies or, in the case of a body corporate, is wound up;
- 2.5.1.2. resigns from membership of the Society;
- 2.5.1.3. is expelled from the Society;
- 2.5.1.4. fails to renew membership of the Society.
- 2.5.2. Termination of membership by Federal Council –
- 2.5.2.1. If the subscription of a member is more than six months in arrears and if the member does not within a reasonable time furnish a satisfactory answer to a written request from Federal Council, for payment of the amount due, Federal Council may after consultation with the member's Branch Committee remove the member's name from the register of members and inform the member that membership has been terminated.
- 2.5.2.2. If the subscription of a member is more than one year in arrears his or her membership may be automatically terminated.

**2.6. RE-ADMISSION OF EX-MEMBERS**

- 2.6.1. An ex-member whose resignation was accepted by Council and who wishes to rejoin the Society shall be treated as an ordinary applicant for membership.
- 2.6.2. No application for admission to the Society from an ex-member whose membership was terminated by Council for non-payment of dues shall be considered by Council until the ex-member has paid arrears of twelve months.

**2.7. RESIGNATION OF MEMBERSHIP**

- 2.7.1. A member is not entitled to resign from membership of the Society except in accordance with this rule.
- 2.7.2. A member who has paid all amounts payable to the Society may resign from membership of the Society by first giving notice of their intention to resign (being not less than one month or, if the Federal Council has determined a shorter period, that shorter period) in writing to the Committee of the Branch to which he or she belongs and, upon the expiration of the period of notice, the member ceases to be a member. The Branch committee shall forward the resignation with any necessary comment to the Federal Office. Federal Council shall accept the resignation unless the member's subscription is in arrears when Federal Council may refuse to accept it until the amount due has been paid.
- 2.7.3. Where a person ceases to be a member, the Federal Office shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

**2.8. FEES, SUBSCRIPTIONS ETC.**

- 2.8.1. An Ordinary, Corporate, Student, Retired, or Associate member of the Society shall pay such subscriptions as the Federal Council of the Society shall from time to time determine. Honorary Life members and Honorary members shall not be bound to pay any such subscription.
- 2.8.2. Ordinary, Corporate, Student, Retired, or Associate membership shall be for a period of 12 months commencing on the first day of January each year.
- 2.8.3. The annual membership subscription fee shall be due on the first day of January in each year and payable no later than the 31<sup>st</sup> day of March each year.
- 2.8.4. Such subscriptions shall be for that calendar year. Any member whose subscription is six months in arrears shall be deemed unfinancial and shall not be entitled to any of the privileges of membership of the Society. Council may terminate the membership of any member whose subscription is more than year in arrears. (Rule 2.5.2)
- 2.8.5. Branch subscription fee: a percentage of the annual subscription fee will be forwarded to the Branches. The percentage will be agreed between the Branches and the Federal Council.
- 2.8.6. Remission of subscription: a member who wishes to be excused the payment of subscription for a certain period shall make application to the Federal Office through his or her Branch committee giving the reasons for the request. Federal Council may decide to remit all or part of the subscription on such conditions as it may determine.

**2.9. MEMBERS' LIABILITY**

The liability of a member to contribute towards the payment of the debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society as required by Rule 2.8.

**2.10. DISCIPLINING OF MEMBERS**

- 2.10.1. Where the Federal Council is of the opinion that a member –
- 2.10.1.1. Has persistently refused or neglected to comply with a provision of these Rules, or
- 2.10.1.2. Has persistently and willfully acted in a manner prejudicial to the interests of the Society, the Federal Council may, by resolution –
- 2.10.1.2.1. Expel the member from the Society, or
- 2.10.1.2.2. Suspend the member from such rights and privileges of membership of the Society as the Federal Council may determine for a specified period.
- 2.10.2. A resolution of the Federal Council under Rule 2.10.1 is of no effect unless the Federal Council, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under Rule 2.10.3, confirms the resolution in accordance with this Rule.

- 2.10.3. Where the Federal Council passes a resolution under Rule 2.10.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member –
- 2.10.3.1. Setting out the resolution of the Federal Council and the grounds on which it is based;
- 2.10.3.2. Stating that the member may address the Federal Council at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- 2.10.3.3. Stating the date, place and time of that meeting; and
- 2.10.3.4. Informing the member that the member may do either or both of the following:
- 2.10.3.4.1. Attend and speak at the meeting
- 2.10.3.4.2. Submit to the Federal Council at or prior to the date of that meeting written representations relating to the resolution.
- 2.10.4. Subject to section 50 of the Act, at a meeting of the Federal Council mentioned in Rule 2.10.2, the Federal Council shall
- 2.10.4.1. Give to the member mentioned in Rule 2.10.1 an opportunity to make oral representation.
- 2.10.4.2. Give due consideration to any written representations submitted to the Federal Council by that member at or prior to the meeting, and
- 2.10.4.3. By resolution determine whether to confirm or to revoke the resolution of the Federal Council made under Rule 2.10.1.
- 2.10.5. Where Federal Council confirms a resolution under Rule 2.10.4, the Secretary shall, within seven days after confirmation, by notice in writing, inform the member of that confirmation and of the member's right of appeal under Rule 2.11.
- 2.10.6. A resolution confirmed by the Federal Council under Rule 2.10.4 does not take effect –
- 2.10.6.1. Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
- 2.10.6.2. Where within the period the member exercises the right of appeal, unless and until the Society confirms the resolution in accordance with Rule 2.11.3.
- 2.11. RIGHT OF APPEAL OF A DISCIPLINED MEMBER**
- 2.11.1. A member may appeal to the Society in general meeting against a resolution of the Federal Council which is confirmed under Rule 2.10.6, within seven days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- 2.11.2. Upon receipt of a notice under Rule 2.11.1, the Secretary shall notify the Federal Council which shall convene a general meeting of the Society to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- 2.11.3. Subject to section 50 of the Act, at a general meeting of the Society convened under Rule 2.11.2 –
- 2.11.3.1. No business other than the question of the appeal shall be transacted;
- 2.11.3.2. The Federal Council and the member shall be given the opportunity to make representation in relation to the appeal orally or in writing, or both; and
- 2.11.3.3. The members present shall vote by secret ballot on the question of whether the resolution made under Rule 2.10.4 should be confirmed or revoked.
- 2.12. REGISTER OF MEMBERS**
- 2.12.1. The Federal Office shall, upon receipt of the amounts referred to in Rule 2.8 and upon election to membership by the Federal Council in accordance with Rule 2.3, enter the applicant's name, address, contact details and class of membership in the Register of Members, and upon the name being so entered the applicant becomes a member of the Society.

## **PART 3. THE FEDERAL COUNCIL**

### **3.1. POWERS OF FEDERAL COUNCIL**

The Federal Council, subject to the Act, the Regulations, these rules, and to any resolution passed by the Society in general meeting –

- 3.1.1. Shall control and manage the affairs of the Society;
- 3.1.2. May exercise all such functions as may be exercised by the Society other than those functions that are required by these rules to be exercised by the Society in general meeting; and
- 3.1.3. Has power to perform all such acts and do all such things as appear to the Federal Council to be necessary or desirable for the proper management of the affairs of the Society.

### **3.2. CONSTITUTION AND MEMBERSHIP OF FEDERAL COUNCIL**

- 3.2.1. The Federal Council shall consist of –
- 3.2.1.1. The Office-bearers of the Society, the Executive Officer, the Editor, and the Ordinary Council members comprising the President of each Branch committee of the Society and a representative from each of the affiliated Committees of the Society. Any member of Federal Council may appoint in writing a financial member as a proxy, each of who shall be elected pursuant to Rule 3.3 or appointed in accordance with Rule 3.10.
- 3.2.2. The Office-bearers of the Society shall be –
- 3.2.2.1. The President,
- 3.2.2.2. The Vice-president,
- 3.2.2.3. The Treasurer,
- 3.2.2.4. The Secretary.
- 3.2.3. Period of Office of President, Vice-president, Treasurer, and Secretary
- 3.2.3.1. The President, the Vice-president, the Treasurer and the Secretary of the Society shall ordinarily hold office for a period of two years from the date on which they were elected.
- 3.2.3.2. In the event of an early vacancy of a member's term, the Federal Council may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.
- 3.2.4. Each member of the Federal Council shall, subject to these Rules, hold office for a two year period, until the conclusion of the Annual General Meeting following the date of the member's election, but shall be eligible for re-election.
- 3.2.5. Office of the President
- 3.2.5.1. If for any reason the office of the President becomes vacant during the second year of any two-year period, the Vice-president shall assume the office of President for the remainder of the two-year period and shall continue in this office until the member would ordinarily have vacated it. Federal Council shall determine in each case whether the office of Vice-president thus rendered vacant is to remain vacant for the remainder of the two-year period or is to be filled immediately. If the office is to be filled immediately the new Vice-president shall be elected from members of the Society.
- 3.2.6. Executive Committee
- An Executive Committee consisting of the President, Vice-president, Treasurer, Secretary and Executive Officer shall have the responsibility of implementing decisions of Federal Council, of direct handling of formal Society business on behalf of Federal Council, and of preparing submissions to Federal Council between meetings of that body.

**3.3. ELECTION OF FEDERAL COUNCIL MEMBERS**

- 3.3.1. Nomination of candidates, who must be financial members of the Society, for election as Office-bearers of the Society –
- 3.3.1.1. Shall be made in writing, signed by two financial members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- 3.3.1.2. Shall be delivered to the Secretary of the Society not less than seven days before the date fixed for the Annual General Meeting at which the election is to take place.
- 3.3.2. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- 3.3.3. If insufficient nominations are received to fill all vacancies on the Federal Council, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 3.3.4. If insufficient further nominations are received, any vacant positions remaining on the Executive shall be deemed to be vacancies.
- 3.3.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 3.3.6. The ballot for the election of office-bearers shall be conducted at the Annual General Meeting in such a manner as the Federal Council may direct.
- 3.3.6.1. A person is not eligible to simultaneously hold more than one position on the Executive.
- 3.3.6.2. Each Ordinary member of Federal Council shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting two years following their election.
- 3.3.7. Each Branch and Committee shall nominate its President or Chairperson as an Ordinary Member of Federal Council. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

**3.4. FEDERAL SECRETARY**

- 3.4.1. The Secretary of the Society shall, as soon as practicable after being appointed as Secretary, notify the Executive Officer of the Society of his or her address.
- 3.4.2. The Secretary shall keep minutes of –
- 3.4.2.1. All elections and appointments of Office-bearers and Ordinary members of Federal Council.
- 3.4.2.2. The names of members of the Federal Council present at Federal Council meetings or General Meetings; and
- 3.4.2.3. All proceedings at Federal Council meetings and General Meetings.
- 3.4.3. Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- 3.4.4. Conduct the correspondence of the Society and other duties as directed by Federal Council.
- 3.4.5. Oversee the list of members at the Federal Office.

**3.5. FEDERAL TREASURER**

- 3.5.1. The Treasurer of the Society shall have responsibility for overseeing the financial activities of the Society. The Federal Office shall –
- 3.5.1.1. Collect and receive all moneys due to the Society and make all payments authorised by the Society; and
- 3.5.1.2. Keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
- 3.5.1.3. Pay all accounts of the Society approved by Federal Council.
- 3.5.1.4. Prepare an annual statement of accounts and balance sheet, which shall be audited and submitted to Federal Council, and a copy of the statement made available to all members of the Society at the annual general meeting or upon request through the Federal Office.

**3.6. PUBLIC OFFICER**

- 3.6.1. A Public Officer shall be appointed by Federal Council annually, and shall be resident in the ACT. If for any reason a vacancy occurs in the office of Public Officer, a new appointment shall be made by Federal Council within 14 days of the vacancy occurring.
- 3.6.2. Duties of the Public Officer shall be to represent the Society on behalf of the Federal Council in all matters as required by the *Associations Incorporation Act (1991)*, of the Australian Capital Territory.

**3.7. VACANCIES**

- 3.7.1. For the purposes of these Rules, a vacancy in the office of a member of the Federal Council occurs if the member –
- 3.7.1.1. Dies;
- 3.7.1.2. Ceases to be a member of the Society;
- 3.7.1.3. Resigns the office;
- 3.7.1.4. Is removed from office pursuant to Rule 3.8;
- 3.7.1.5. Becomes insolvent under administration within the meaning of the *Corporations Law*;
- 3.7.1.6. Suffers from a debilitating mental or physical incapacity;
- 3.7.1.7. Is disqualified from office under Subsection 63 (1) of the Act; or
- 3.7.1.8. is absent without the consent of the Federal Council from all meetings held during a period of six months.

**3.8. REMOVAL OF FEDERAL COUNCIL MEMBERS**

- 3.8.1. The Society in general meeting may by resolution, subject to Section 50 of the Act, remove any member of the Federal Council from the office of member of the Federal Council before the expiration of the member's term of office.

**3.9. FEDERAL COUNCIL MEETINGS AND QUORUM**

- 3.9.1. The Federal Council shall meet at least four times in each calendar year at such place and time as the Federal Council may determine.
- 3.9.2. Additional meetings of the Federal Council may be convened by any member of the Federal Council.
- 3.9.3. Oral or written notice of a meeting of the Federal Council shall be given by the Secretary to each member of the Federal Council at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Federal Council) before the time appointed for the holding of the meeting.
- 3.9.4. Notice of a meeting given under Rule 3.9.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Federal Council members present at the meeting unanimously agree to treat as urgent business.
- 3.9.5. Any five members of the Federal Council that includes three Branch Presidents or their proxies constitute a quorum for the transaction of the business of a meeting of the Federal Council.
- 3.9.6. No business shall be transacted by the Federal Council unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same hour of the same day in the following week and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members before the day to which the meeting is adjourned) the same place.
- 3.9.7. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

- 3.9.8. At meetings of the Federal Council
  - 3.9.8.1. The President or, in the absence of the President, the Vice-president shall preside; or
  - 3.9.8.2. If the President and the Vice-president are absent, one of the remaining members of the Federal Council may be chosen by the Federal Council present to preside.
- 3.9.9. Circulation of Minutes of Meetings of Federal Council and of Branch Committees.
  - 3.9.9.1. Copies of minutes of all meetings of Federal Council shall be forwarded to all members of Federal Council, their proxies and to all Branch Committee Secretaries within thirty days of the meeting. A copy of the minutes of each meeting of a Branch Committee shall be sent to the proxy for that Branch and to the Federal Council Secretary.
- 3.10. DELEGATION BY FEDERAL COUNCIL TO COMMITTEE**
  - 3.10.1. The Federal Council may, by instrument in writing, delegate to one or more committees (consisting of such member or members of the Society as the Federal Council thinks fit) the exercise of such of the functions of the Federal Council as are specified in the instrument, other than –
    - 3.10.1.1. This power of delegation; and
    - 3.10.1.2. A function which is a function imposed on the Federal Council by the Act, by any other law of the Territory, or by resolution of the Society in general meeting.
  - 3.10.2. A function, the exercise of which has been delegated to a committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
  - 3.10.3. A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
  - 3.10.4. Notwithstanding any delegation under this Rule, the Federal Council may continue to exercise any function delegated.
  - 3.10.5. Any act or thing done or suffered by a committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Federal Council.
  - 3.10.6. The Federal Council may, by instrument in writing, revoke wholly or in part any delegation under this rule.
    - 3.10.6.1. A committee may meet and adjourn as it thinks proper.
    - 3.10.6.2. The Federal Council may appoint committees to examine subjects of interest to the Society. A committee shall report to Federal Council and Federal Council may disband it at any time.
- 3.11. VOTING AND DECISIONS**
  - 3.11.1. Questions arising at a meeting of the Federal Council or of any committee appointed by the Federal Council shall be determined by a majority of the votes of members of the Federal Council or committee present at the meeting.
  - 3.11.2. Each member present at a meeting of the Federal Council or of any committee appointed by the Federal Council (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
  - 3.11.3. Subject to Rule 3.9.5, the Federal Council may act notwithstanding any vacancy on the Federal Council.
    - 3.11.3.1. Any act or thing done or suffered, or purporting to have been done or suffered, by the Federal Council by a committee appointed by the Federal Council, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Federal Council or committee.
- 3.12. BRANCHES**
  - 3.12.1. Ten financial members may, with the approval of Federal Council, form a Branch. Federal Council may by an absolute majority disband any Branch if its membership falls below ten.
  - 3.12.2. Branches shall have the right to frame by-laws for the conduct of their own affairs within the framework of the Rules of the Society and the Act.
  - 3.12.3. Each Branch shall elect a President and such officers in Committee as are necessary to conduct its business.
  - 3.12.4. The President of each Branch Committee shall serve on the Federal Council or appoint a proxy if unable to attend the meeting.
  - 3.12.5. Failure of Branch Committee
    - 3.12.5.1. Where a Branch is unable to function in accordance with the Society's Rules, Federal Council shall assume such responsibilities as will ensure continuity of membership.
  - 3.12.6. Transfer of Membership from Branch to Branch
    - 3.12.6.1. A member of a Branch who wishes to transfer membership to another Branch shall submit to Federal Council, through the Branch Committee of which he or she is a member, a written request for such transfer. If the member is financial, Federal Council shall grant the request. If the member is unfinancial, Federal Council shall refuse the request until the member has become financial. When a request for transfer of membership is granted, Federal Council shall notify the member and the Branch committees of the two Branches concerned.
    - 3.12.6.2. A member who notifies Federal Council through his or her Branch Committee that he or she will be overseas for more than one fiscal year will be removed from that Branch and become the responsibility of Federal Council on an equivalent basis to an overseas member. On return to Australia the member will resume membership of his or her nominated Branch.

## **PART 4. GENERAL MEETINGS**

- 4.1. ANNUAL GENERAL MEETINGS – HOLDING OF**
  - 4.1.1. The Society shall convene an annual general meeting of the Society for its members, which shall be held prior to May 31 annually.
  - 4.1.2. Rule 4.1.1 has effect subject to the powers of the Registrar-General under Section 120 of the Act in relation to extensions of time.
- 4.2. ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT**
  - 4.2.1. The annual general meeting of the Society shall, subject to the Act, be convened on such date and at such place prior to May 31 each year, as fixed by the Federal Council.
  - 4.2.2. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be –
    - 4.2.2.1. To confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
    - 4.2.2.2. To receive from the Federal Council reports on the activities of the Society during the last preceding financial year;
    - 4.2.2.3. To elect members of the Federal Council, including office-bearers; and
    - 4.2.2.4. To receive and consider statement of accounts and the reports that are required to be submitted to members pursuant to Subsection 73(1) of the Act.
  - 4.2.3. An annual general meeting shall be specified as such in the notice convening it in accordance with Rule 4.2.1.
  - 4.2.4. An annual general meeting shall be conducted in accordance with the provisions of this Part. The auditor shall be appointed by Federal Council annually, and no member of the Society or the Public Officer shall be eligible for this appointment. If for any reason a vacancy occurs in the office of the auditor, a new appointment shall be made by Federal Council.

**4.3. GENERAL MEETINGS – CALLING OF**

- 4.3.1. The Federal Council may, whenever it thinks fit, convene a general meeting of the Society.
- 4.3.2. The Federal Council shall, on the requisition in writing to the Society Secretary of no less than 15 members of the Society, convene a general meeting of the Society.
- 4.3.3. A requisition of members for a general meeting –
  - 4.3.3.1. Shall state the purpose or purposes of the meeting;
  - 4.3.3.2. Shall be signed by the members making the requisition;
  - 4.3.3.3. Shall be lodged with the Federal Secretary; and
  - 4.3.3.4. May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 4.3.4. If the Federal Council fails to convene a general meeting within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a general meeting to be held not later than three months after that date.
- 4.3.5. A general meeting convened by a member or members referred to in Rule 4.3.4 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Federal Council and any member who thereby incurs expense is entitled to be reimbursed by the Society for any reasonable expense so incurred.

**4.4. NOTICE**

- 4.4.1. Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Federal Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by email (or post to members without an email address) at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 4.4.2. Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in Rule 4.4.1 specifying, in addition to the matter required under that Rule, the intention to propose the resolution as a special resolution.
- 4.4.3. No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Rule 4.2.2
- 4.4.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Federal Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

**4.5. GENERAL MEETINGS – PROCEDURE AND QUORUM**

- 4.5.1. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 4.5.2. Twenty (20) financial members of the Society present in person (being members entitled under these rules to vote at a general meeting) who must include financial members (or their proxies) from not fewer than three Branches constitute a quorum for the transaction of business of a general meeting.
- 4.5.3. A financial member of the Society unable to be present at a general meeting may appoint in writing another financial member as proxy, such appointment to be in the hands of the Federal Secretary before the start of the meeting.
- 4.5.4. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members before the day to which the meeting is adjourned) at the same place.
- 4.5.5. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

**4.6. PRESIDING MEMBER**

- 4.6.1. The President, or in the absence of the President, the Vice-president, shall preside at each general meeting of the Society.
- 4.6.2. If the President and the Vice-president are absent from a general meeting, the members present shall elect one of their number to preside at the meeting.

**4.7. ADJOURNMENT**

- 4.7.1. The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 4.7.2. Where a general meeting is adjourned for 14 days or more, the Federal Secretary shall give written or oral notice of the adjourned meeting to each member of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 4.7.3. Except as provided in Rules 4.7.1 and 4.7.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**4.8. MAKING OF DECISIONS**

- 4.8.1. A question arising at a general meeting of the Society shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 4.8.2. At a general meeting of the Society, a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.
- 4.8.3. Where the poll is demanded at a general meeting, the poll shall be taken –
  - 4.8.3.1. Immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - 4.8.3.2. In any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

**4.9. MINUTES OF GENERAL MEETINGS OF THE SOCIETY**

- 4.9.1. At each general meeting of the Society the minutes of the previous meeting will be reviewed and with unanimous approval, the chair of that meeting shall sign the minutes as a true record of the meeting.

**4.10. VOTING**

- 4.10.1. Subject to Rule 4.10.3, upon any question arising at a general meeting of the Society a member has one vote only.
- 4.10.2. All votes shall be given personally or by proxy but no member may hold more than five proxies.
- 4.10.3. In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.

- 4.10.4. A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- 4.11. APPOINTMENT OF PROXIES**
- 4.11.1. Each member shall be entitled to appoint another member as proxy by notice given to the Federal Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 4.11.2. The notice appointing the proxy shall be in the form set out by Federal Council.

## **PART 5. MISCELLANEOUS**

### **5.1. FEDERAL OFFICE**

- 5.1.1. The Federal Council shall establish a Central Office. The Central Office shall have written authority from Federal Council to assist Federal Council to manage the business of the Society in accordance with the *Society Rules* and the *Statement of Purposes*.

### **5.2. FUNDS – SOURCE**

- 5.2.1. The funds of the Society shall be derived from annual subscriptions of members, accreditation fees, conference fees, sponsorships, bequests, donations and, subject to any resolution passed by the Society in general meeting and subject to Section 114 of the Act, such other sources as the Federal Council determines.
- 5.2.2. All money received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's account in a bank, building society or other financial institution as the Federal Council may from time to time determine.
- 5.2.3. The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **5.3. FUNDS – MANAGEMENT**

- 5.3.1. Subject to any resolution passed by the Society in general meeting, the funds of the Society shall be used in pursuance of the *Statement of Purposes* and *Objects of the Society* in such a manner as the Federal Council determines.
- 5.3.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Federal Council or employees of the Society, being members of the Federal Council or employees authorised to do so by the Federal Council.
- 5.3.3. The Federal Council may invest any moneys of the Society not immediately required for any of its objects in such manner as it may from time to time determine.
- 5.3.4. The Federal Council shall appoint an Auditor annually, and no member of the Society or the Public Officer shall be eligible for this appointment. If for any reason a vacancy occurs in the office of Auditor, a new appointment shall be made by Federal Council.
- 5.3.4.1. The Auditor shall be a member of one of the recognised Australian Association or Institutes of Accountants, preference in appointment being given to a person registered as an Auditor by the Companies Auditors Board.
- 5.3.5. Payments made by Federal Council.
- 5.3.5.1. Any payment made by Federal Council shall be by a cheque drawn on a bank account of the Society and signed by any two of the Treasurer, the Secretary, the Executive Officer, the President, the Vice-president or a financial member of the Society appointed by Council for this purpose.

### **5.4. ALTERATION OF OBJECTS, STATEMENT OF PURPOSES AND RULES**

- 5.4.1. Neither the *Objects* nor the *Statement of Purposes of the Society* referred to in Section 29 of the Act, nor these Rules, shall be altered except in accordance with the Act.
- 5.4.2. With the exception of the Rules outlined in PART 6: AWARDS, alterations to the Rules may only be requested in writing by at least ten financial members. A vote shall then be taken. Notice of the proposed alterations must be given to the Federal Secretary who shall within four weeks of receiving the request circulate the notice together with the necessary instructions to all financial members at least two months before the ballot is taken.
- 5.4.3. Approval for alterations is given if at least three-quarters of the valid votes cast by financial members of the Society are in favour of the proposition.
- 5.4.4. PART 6. AWARDS may be altered from time to time by agreement of the majority of members of Federal Council.

### **5.5. COMMON SEAL**

- 5.5.1. The seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society, encircling the word "Seal".
- 5.5.2. The seal of the Society shall not be affixed to any instrument except by the authority of the Federal Council, and the affixing thereof shall be attested by the signatures either of two members of Federal Council or of one (1) member of Federal Council and of the Public Officer of the Society or such other person as Council may appoint for that purpose, and that testation is sufficient for all purposes that the seal was affixed by authority of Council.
- 5.5.3. The seal shall remain in the custody of the Federal Office.

### **5.6. CUSTODY OF BOOKS**

- 5.6.1. Subject to the Act, the Regulations and the Rules, the Federal Office will store all records, books, and other documents relating to the Society.

### **5.7. INSPECTION OF BOOKS**

- 5.7.1. The records, books and other documents of the Society shall be open to inspection at the Federal Office free of charge, by a member of the Society at any reasonable business hour.

### **5.8. DESTRUCTION OF FEDERAL RECORDS OF SOCIETY**

- 5.8.1. Correspondence, receipts, exchanges, etc., shall be retained by officers of the Society for at least four years, but after the expiration of that period Federal Council may authorise the destruction of such records.
- 5.8.2. Minutes of meetings of the Society and of Federal Council and all reports submitted by committees appointed by Federal Council shall be retained indefinitely.
- 5.8.3. Financial statements shall be held for the period required by the Australian Taxation Office.

### **5.9. SOCIETY COMMUNICATION**

- 5.9.1. The Society shall produce and make available news and communications on a regular basis to all financial members.

### **5.10. SERVICE OF NOTICE**

- 5.10.1. For the purpose of these rules, a notice may be served by or on behalf of the Society upon any member either personally or by sending it by post to the member at the member's address shown in the register of members or by sending it electronically to the member's email address as shown in the Register of Members.
- 5.10.2. Where a document is sent to a person by properly addressing, prepaying and posting a letter containing a document, or by sending it electronically to the member's email address shown in the Register of Members with the appropriate attachment, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

### **5.11. WINDING UP**

- 5.11.1. The Society may voluntarily wind up if the Society has by special resolution resolved that it be wound up.

**5.12. DISTRIBUTION OF DIVIDENDS AND ASSETS**

- 5.12.1. The Society shall not distribute any dividend or bonus to members.
- 5.12.2. In the event of dissolution or winding up of the Society, the Society shall pass a special resolution nominating
  - 5.12.2.1. Another association for the purpose of Paragraph 92(1)(a) of the Act; or
  - 5.12.2.2. A fund, authority or institution for the purpose of Paragraph 92(1)(b) of the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of the Society.
  - 5.12.2.3. An association nominated under Rule 5.11.1.1 must fulfil the requirements specified in Subsection 92(2) of the Act.
- 5.13. REPRESENTATION OF FEDERAL COUNCIL ON THE INTERNATIONAL UNION OF SOIL SCIENCES**
- 5.13.1. The President of the Society shall be the representative of the Australian Society of Soil Science (Inc.) on the Council of the International Union of Soil Sciences (IUSS). The Federal Secretary, shortly after being appointed, shall notify the Secretary-General of IUSS that the new President is the Society's representative.
- 5.13.2. In the event of Australia hosting the International Congress of Soil Science, a ballot shall be conducted for nominations for the position(s) of Australian representative(s). The election will occur in the lead-up to the IUSS Congress preceding that hosted by Australia, and will be conducted according to the Rules associated with election of office bearers.
- 5.13.3. The elected representative(s) will be the Executive-elect of the IUSS until the completion of the preceding IUSS Congress, at which time will become the Executive of the IUSS.

**PART 6. AWARDS****6.1. J.A. PRESCOTT MEDAL OF SOIL SCIENCE**

- 6.1.1. The Society shall award annually a Medal known as the "*J.A. Prescott Medal of Soil Science*" to a person, not necessarily a Society member, who has made an outstanding contribution to soil science, except that the Medal shall not be awarded if a suitable nomination is not received.
- 6.1.2. Submission of a candidate for the Award shall be accompanied by a case in the candidate's support.
- 6.1.3. If no, or insufficient, suitable nomination(s) is/are received, the *J.A. Prescott Medal Committee* may cause a search to be made and consider candidates from which to select the Medal recipient.
- 6.1.4. Nominations shall be judged by an Awarding Committee of three members appointed by Federal Council from separate Branches. Each member in turn shall act as chair, who shall retire after a Medal has been awarded. Federal Council shall appoint new members as may be required to maintain a Committee of three.
- 6.1.5. Members of the Awarding Committee shall not be a nominator or supporter of a candidate, and shall be ineligible for the award during their term of office.
- 6.1.6. Federal Council may at any time disband and reconstitute the Awarding Committee.
- 6.1.7. Nominations prepared in each case by a nominator and a seconder and supported by three additional financial members shall be submitted to the Federal Secretary and copied to the Federal Office not later than the May 31 in the year in which the Medal is to be awarded. Nominations are confidential to the Awarding Committee and the Federal Secretary will forward them unopened to the Chair of the Awarding Committee.
- 6.1.8. The nominator is considered responsible for confirming the successful receipt of the nomination by the Federal Secretary.
- 6.1.9. The decision of the Awarding Committee, which shall be final, shall be forwarded to the Federal Secretary before October 31 each year.
- 6.1.10. The Medal will be presented at a meeting of the Society (Federal or Branch) by the Federal President of the Society, or the Branch President (or nominee) if the Federal President is unable to attend.
- 6.1.11. Unsuccessful nominations shall not be automatically carried forward from one award to the next, but this should not preclude renomination of the candidate.

**6.2. J.K. TAYLOR, OBE, GOLD MEDAL IN SOIL SCIENCE**

- 6.2.1. The Society award a Medal at each Australian National Conference in Soil Science, or at such other interval as the Society may decide.
- 6.2.2. The Award will be called the "*John K. Taylor, OBE, Gold Medal in Soil Science for Excellence in both Research and its Communication for 20\_\_*".
- 6.2.3. The Medal shall be awarded for the most meritorious research publication(s) in any form (e.g. paper(s), book(s), map(s), video(s), film(s), and other) acceptable to the Committee since the beginning of the year of the previous award on the basis of results of a soil scientist's own work in the field of soil science. The subject shall deal with soil research as currently defined in the Australian Journal of Soil Research and shall be related to Australian and/or New Zealand soils. In addition, publications of research by Australian and New Zealand soil scientists on any soils shall be eligible for the award.
- 6.2.4. The Medal shall be presented by a member of the John K. Taylor family, or by a nominee of the family as arranged with the Australian Society of Soil Science Incorporated (South Australian Branch) or by the President of the Society.
- 6.2.5. A citation will be made at the presentation and handed to the recipient along with the Medal. The citation shall begin "*The John K. Taylor, OBE, Gold Medal for Excellence in both Research and its Communication for 20\_\_* has been awarded to...".
- 6.2.6. All Australian and New Zealand soil scientists, and any other soil scientist who is working or has worked in Australia or New Zealand, shall be eligible for consideration for the Medal whether or not the said soil scientists are members of the Australian or New Zealand Societies of Soil Science.
- 6.2.7. The John K. Taylor Medal Committee shall be constituted and appointed by Federal Council after each Award or at least two years before the date of the succeeding occasion at which the Award may be made.
- 6.2.8. The John K. Taylor Medal Committee shall consist of a Convenor, one member of the ASSSI Publication Medal Committee, and three ordinary members of the Society. The membership of the Committee shall represent at least three disciplines of soil science, two Branches of ASSSI and the New Zealand Society of Soil Science.
- 6.2.9. The John K. Taylor Medal Committee shall be responsible for selecting each winning publication. In the event that this Committee considers no sufficiently meritorious publication is extant, no medal shall be awarded. This Committee's decision shall be final.
- 6.2.10. Nominations must be received by May 31 in the year of the award, according to Rules 6.3.5, 6.3.6, 6.3.8 and 6.3.9 set out for the Australian Society of Soil Science Incorporated Publication Medal. If no, or insufficient, suitable nomination(s) is/are received, the John K. Taylor Medal Committee may cause a publication search to be made and consider candidates from which to select the Medal recipient.
- 6.2.11. The nominator is considered responsible for confirming the successful receipt of the nomination by the Federal Secretary.
- 6.2.12. In the case of publication by two authors where it can be attested to that the work was cooperatively and equally shared, the Award shall be shared and two Medals presented. Multi-author papers shall be considered on their merits, and the John K. Taylor Medal Committee may make recommendations to Federal Council as and when the need arises.
- 6.2.13. The *John K. Taylor Gold Medal* originally results from a gift of money in 1983 from the John K. Taylor family to commemorate the life and work of John Kingsley Taylor, O.B.E., in soil science.

- 6.2.14. The original gift money shall be held in Trust by the Australian Society of Soil Science Incorporated (South Australian Branch) to be administered and invested by the Society in accordance with the Trustee laws applicable in the State of South Australia.
- 6.2.15. Income from the Trust, either wholly or in sufficient part, shall be made available to the John K. Taylor Gold Medal Committee of the Australian Society of Soil Science Inc. at intervals of not less than four years and shall be applied in the provision of the Medal, the selection of the winner and all incidental expenses associated therewith, and the balance shall be invested from time to time in such manner as the Society shall deem fit. For any other presentation of the Medal, the Medal and associated expenses shall be paid for by Federal Council.
- 6.2.16. The decision of the Awarding Committee, which shall be final, shall be forwarded to the Federal Secretary before October 31 in the year of the Award.
- 6.3. AUSTRALIAN SOCIETY OF SOIL SCIENCE (INC) PUBLICATION MEDAL**
- 6.3.1. The Award will be made on the basis of scientific merit, relevance to soil science, and effectiveness in communicating the paper's contents to the reader. The award will normally be for work carried out in Australia.
- 6.3.2. The Award may be given annually for a publication on any subject of soil research as currently defined in the Australian Journal of Soil Research. A submitted paper not receiving an Award in one year may be resubmitted in a subsequent year. If in the opinion of the Awarding Committee no entry for a particular year is of sufficiently high standard, the Committee may decline to make an Award for that year.
- 6.3.3. The publication on which the Award is based should be published not later than the year of the candidate's 35<sup>th</sup> birthday.
- 6.3.4. Written assurance must be given by any co-authors that the candidate for the Award has made the major contribution to the research and writing of the paper.
- 6.3.5. Only the senior author of a joint-author publication is eligible to receive the Award.
- 6.3.6. Application for the Award may be made either by the candidate, or on behalf of the candidate by a financial member of the Society. The application shall be submitted in writing (including electronic submission) to the Federal Secretary not later than May 31 in the year in which the Award is to be made, and shall be copied to the Federal Office. Nominations are confidential to the Awarding Committee and the Federal Secretary shall forward them unopened to the Chair of the Awarding Committee.
- 6.3.7. The nominator is considered responsible for confirming the successful receipt of the nomination by the Federal Secretary.
- 6.3.8. The candidate need not be a member of the Society.
- 6.3.9. The applicant may suggest the names of up to two referees on whom the Awarding Committee may call.
- 6.3.10. Applications shall be judged by an Awarding Committee of three members appointed by Federal Council from separate Branches. Each member shall in turn act as Chair who shall retire after an Award is made. Federal Council shall appoint new members as may be required to maintain a Committee of three.
- 6.3.11. If no, or insufficient, suitable nomination(s) is/are received, the Awarding Committee may cause a publication search to be made and consider candidates from which to select a suitable recipient.
- 6.3.12. The decision of the Awarding Committee, which shall be final, shall be forwarded to the Federal Secretary before October 31 each year.
- 6.3.13. The Award will be a Medal of substantial value.
- 6.3.14. Federal Council funds will be provided for the award.
- 6.3.15. The Medal will be presented at a meeting of the Society (Federal or Branch) by the Federal President of the Society, or the Branch President (or nominee) if the Federal President is unable to attend.
- 6.3.16. The Award will be called the "Australian Society of Soil Science Incorporated Publication Medal of 20\_\_".
- 6.4. C.G. STEPHENS PHD AWARD IN SOIL SCIENCE**
- 6.4.1. The Award shall be called the "C.G. Stephens PhD Award in Soil Science" and will consist of an award determined by Federal Council from time to time.
- 6.4.2. The Award will be made to a (financial) student or ordinary member of the Society for the best PhD thesis in soil science granted by an Australian University in the previous calendar year. While the degree may not yet be conferred, the examination process must be complete and successful. Students who join the Society only after submission of their thesis will be ineligible for this Award.
- 6.4.3. In a given year, only one candidate from any single Academic institution shall be considered for the Award.
- 6.4.4. Nominations must contain the following information:
- 6.4.4.1. Nominee's Society Membership Number,
- 6.4.4.2. Title of PhD thesis being considered for the Award.
- 6.4.4.3. An electronic copy of the whole thesis.
- 6.4.4.4. An electronic copy of the Abstract.
- 6.4.4.5. Electronic copies of at least two External Examiners' reports.
- 6.4.5. An Awarding Committee will be appointed by Federal Council and will consist of three financial members of the Society. Wherever possible, the Awarding Committee will consist of one university academic, one non-university research scientist, and one soil scientist from private industry.
- 6.4.6. If a submission comes from a university from which a member of the Awarding Committee is employed, that Committee member must stand aside and be replaced by Federal Council.
- 6.4.7. Nominations must be submitted electronically to the Federal Secretary (and copied to the Federal Office), who will forward them to the Chair of the Awarding Committee. Nominations shall remain confidential to the Awarding Committee.
- 6.4.8. The closing date for nominations will be May 31 each year.
- 6.4.9. If no, or insufficient suitable nomination(s) is/are received, the C.G. Stephens PhD Award Committee may cause a search to be made among Australian Universities to identify a suitable candidate. An Award will not be made if, in the view of the Awarding Committee, no thesis of sufficiently high quality is identified.
- 6.4.10. The decision of the Awarding Committee, which shall be final, shall be forwarded to the Federal Secretary before October 31 each year.
- 6.4.11. Assessment of each thesis will be based upon the originality of the work, its significance to soil science, and its clarity of writing. The Awarding Committee may, at its discretion, seek wider opinion on the thesis.
- 6.4.12. Federal Council funds will be provided for the award.
- 6.4.13. The Award will be made at a meeting of the Society (Federal or Branch) by the Federal President of the Society, or the Branch President (or nominee) if the Federal President is unable to attend.
- 6.5. AUSTRALIAN SOCIETY OF SOIL SCIENCE (INC) CONFERENCE PRESENTATION AWARDS**
- 6.5.1. Awards will be made on the basis of the most effective communication of the presenter's work to a scientific audience at each National Soils Conference:
- 6.5.1.1. Most meritorious oral presentation given by a scientist under 35 years of age, consisting of a certificate and a sum of money determined by Federal Council from time to time.
- 6.5.1.2. Most meritorious poster presentation given by a scientist under 35 years of age; consisting of a certificate and a sum of money determined by Federal Council from time to time.
- 6.5.1.3. Most meritorious oral presentation given by a scientist over 35 years of age; consisting of a certificate only.

- 6.5.1.4. Most meritorious poster presentation given by a scientist over 35 years of age; consisting of a certificate only.
- 6.5.1.5. The Johan Bouma Award for the best oral presentation integrating 'hard' and 'soft' sciences, consisting of a framed photo of Professor Johan Bouma holding the inaugural (2005) 'soil flower' with an appropriate inscription.
- 6.5.2. Federal Council funds will be provided for the Awards and Certificates.
- 6.5.3. The work presented may be under joint authorship but the presenter must be the senior author. Abstracts presented to the National Soils Conference should indicate whether the presenter is eligible for an Award.
- 6.5.4. The Awarding Committee will be chaired by a member of the Conference Organising Committee, with representation from each Branch of the Society.
- 6.5.5. The Awarding Committee will meet at the start of the Conference to ensure that at least two members of the Awarding Committee attend each oral and poster presentation.
- 6.5.6. The Awards will be presented by the Federal President, Conference Convenor, or Chair of the Conference Awards Committee.
- 6.6. L.J.H. TEAKLE AWARD**
- 6.6.1. The Award shall be called the "*L.J.H. Teakle Award*" and be awarded for outstanding effort in promoting and raising the awareness of soil science in Australia via activity with the ASSSI and the wider community.
- 6.6.2. The Society may award the L.J.H. Teakle Award annually to a financial member of the Australian Society of Soil Science Inc. for outstanding effort in promoting and raising the awareness of soil science in Australia via activity with the ASSSI and the wider community.
- 6.6.3. Nomination of a candidate for the award requires a nominator, seconder and must be signed by the president of the nominee's Branch of ASSSI. Documents supporting the nomination must not be longer than 1000 words.
- 6.6.4. In the event that the Awarding Committee considers no outstanding application is received there will be no award that year
- 6.6.5. Nominations shall be judged by an Awarding Committee of three members appointed by Federal Council from separate Branches. Each member shall in turn act as Chair who shall retire after an Award is made. Federal Council shall appoint new members as may be required to maintain a Committee of three.
- 6.6.6. Members of the awarding committee cannot nominate or support a candidate and are ineligible for the award during their term of office.
- 6.6.7. The committee may be disbanded and reconstituted by the Federal Council at any time.
- 6.6.8. Nominations must be submitted electronically to the Federal Secretary and copied to the ASSSI federal office before May 31 each year.
- 6.6.9. The decision of the Awarding Committee, which shall be final, shall be forwarded to the Federal Secretary before October 31 each year.
- 6.6.10. Unsuccessful nominations can be renominated in the following year.