

Regulations of the Australian Near Infrared Spectroscopy Group

1. ANISG

There shall be an Australian learned society called the “AUSTRALIAN NEAR INFRARED SPECTROSCOPY GROUP”, which may be abbreviated to “ANISG”, and is referred to as such in these Regulations.

2. Objectives

The object of ANISG shall be to advance the theory and practice of near infrared spectroscopy in Australia by:

(a) Arranging for ANISG Conferences to be held at appropriate intervals (currently every two years, in even-numbered years), in collaboration with the New Zealand Near Infrared Spectroscopy Society (NZNIRSS).

(b) Holding other symposia, meetings and educational or training activities in the science and technology of near infrared spectroscopy as appropriate.

(c) Taking whatever steps it feels necessary to promote, advance and safeguard the scientific and professional interests involved in the science and technology of near infrared spectroscopy.

(d) Providing information on ANISG activities through a website (<http://www.anisg.com.au/>) and other electronic communication as appropriate.

(e) Maintaining links with the international NIR community.

3. ANISG Membership and Voting Rights

(a) Membership of ANISG shall be open to any individual having an interest in near infrared spectroscopy or related fields.

(b) There are currently no formal membership arrangements for ANISG, but a list of those with an interest in near infrared spectroscopy in Australia is held by ANISG.

(c) All registered delegates attending an ANISG Conference automatically become members until the next ANISG Conference and have the right to vote at a General Meeting which may be held during the Conference.

4. ANISG Executive Committee

(a) The members of the ANISG Executive Committee shall consist of the Chairman, Secretary, Treasurer, Immediate Past Chairman, Immediate Past Secretary and two other members.

(b) The ANISG Executive Committee will be responsible for the administration of all the business of ANISG between General Meetings.

(c) The positions of Chairman, Secretary, Treasurer and two ordinary members fall vacant at each General Meeting, but all incumbents are eligible for re-election. The Immediate Past Chairman and Immediate Past Secretary will remain on the ANISG Executive Committee until such time as a new Chairman or Secretary is elected, unless they wish to resign, in which case their places are taken by additional ordinary members, such that the total membership of the ANISG Executive Committee always remains at seven.

(d) Nominations for all seven positions on the ANISG Executive Committee must be with the ANISG Secretary by the first day of the Conference at which the General Meeting takes place. Where there is more than one nomination for a position on the ANISG Executive, all registered Conference delegates present at the General Meeting shall be eligible to register a vote, by secret ballot, for their choice of candidate.

(e) In the event of a tied vote on any matter being considered by the ANISG Executive Committee, the Chairman shall have the casting vote.

(f) A quorum for the ANISG Executive Committee shall consist of not less than half the membership of the Committee.

(g) If a member of the ANISG Executive Committee ceases to be a member between General Meetings, the ANISG Executive Committee may appoint a replacement until the next General Meeting, when the position shall fall vacant.

5. General Meetings of ANISG

A General Meeting of ANISG shall be held at the time of each ANISG Conference. Delegates attending the General Meeting:

(a) Shall receive reports from, and may make recommendations to, the ANISG Executive Committee.

(b) Shall elect the members of the ANISG Executive Committee.

(c) Shall consider bids to host the next ANISG Conference and decide the successful bid, with the understanding that the current agreement with NZNIRSS suggests that every third Conference is held in New Zealand.

(e) May discuss and amend, where agreed, the ANISG Regulations (see Regulation 8).

(f) May discuss and vote on any motion or matter, other than the ANISG Regulations, provided notice has been given to the Secretary no later than the start of the current ANISG Conference.

(g) If an ANISG Conference is not scheduled within three years of the previous Conference, the ANISG Executive Committee will nominate a time and place for a Special General Meeting of ANISG. Delegates who attended the most recent ANISG Conference will receive at least three months' notice of the Meeting. All agenda items will be circulated at least a month before the Meeting and the Chairman will collate responses. Postal or e-mail ballots may be conducted prior to the meeting.

6. The ANISG Secretary

The duties of the ANISG Secretary shall include responsibility for:-

- (a) Ensuring that a current contact list of all those with an interest in near infrared spectroscopy in Australia is maintained.
- (b) Keeping minutes of General Meetings and ANISG Executive Committee Meetings.
- (c) Calling for nominations for all positions on the ANISG Executive Committee, giving sufficient notice such that all nominations are provided to the Secretary not less than seven days prior to the commencement of the General Meeting.
- (d) Publicising ANISG activities and any other relevant items by the issuing of notices, or on any matter as directed by the ANISG Executive Committee.

7. The ANISG Treasurer

The ANISG Treasurer shall be charged with responsibility for:-

- (a) The establishment and management of the ANISG bank account, ensuring that each payment is authorised by any two signatories out of the Chairman, Secretary and Treasurer.
- (b) The collection and distribution of ANISG funds as authorised by the ANISG Executive Committee.
- (c) Keeping a proper record of these transactions.
- (d) Presenting a financial report at each ANISG General Meeting.
- (e) Maintaining liaison with and oversight of ANISG Conference Committees in expenditure and income relating to conferences (see Regulation 10(h)).

8. Resolutions and Regulations

- (a) The ANISG Executive Committee or the ANISG General Meeting may, by resolution, order a postal or e-mail ballot of delegates attending the most recent ANISG Conference to resolve any matter. The Secretary shall attempt to contact all concerned.
- (b) The ANISG Executive Committee shall appoint the Immediate Past Chairman to act as a Returning Officer in any such ballot.

(c) Amendments to these Regulations may only be made at a duly constituted ANISG General Meeting, provided that formal written notice of motion is received by the ANISG Secretary at least two months prior to a General Meeting.

9. Awards

(a) The Lynsey Welsh Award for Innovation in NIR Science may be awarded at each ANISG Conference on the basis of an oral or poster presentation at that Conference.

(b) The ANISG Tony Blakeney Award may be awarded at each ANISG Conference.

(c) A maximum of four Student Awards may be presented at each ANISG Conference.

(d) Two poster prizes may be presented at each ANISG Conference.

(e) The ANISG Executive Committee will be responsible for administering all of the above Awards and for issuing a document, to be updated from time to time as required, listing the description, eligibility and procedures to be followed for managing and presenting the Awards.

10. Organisation of ANISG Conferences

A separate local Conference Organising Committee will be set up for each ANISG Conference.* This Committee will report to the ANISG Executive Committee and will be responsible for:

(a) Choosing a suitable venue for the Conference in the city/town associated with the successful bid at the previous ANISG General Meeting.

(b) Preparing a Conference Budget for the approval of the ANISG Executive Committee.

(c) With advice from the ANISG Executive Committee, selecting and inviting guest speakers and short course presenters for the Conference.

(d) Liaising with the Conference Venue on all matters relating to room layout, poster displays, exhibition space and catering.

(e) Inviting and liaising with sponsors in relation to trade displays and other agreed sponsorship.

(f) Providing regular updates on all aspects of the Conference to the ANISG Executive Committee and the ANISG webmaster for inclusion on the ANISG website.

(g) Producing a Book of Abstracts and Short Course Notes, in hard copy form, for provision to all Conference delegates and Short Course attendees.

(h) Setting up convenient financial arrangements with the ANISG Executive Committee and following due process for payment of Conference accounts from and receipt of revenue to the ANISG bank account.

(i) Ensuring that all publicity material for the Conference includes reference to and the logo of ANISG.

*All Conferences are now organised in collaboration with NZNIRSS. When a Conference is held in New Zealand, the Conference Organising Committee will be responsible to NZNIRSS but will still liaise with ANISG as appropriate.

11. Dissolution of ANISG

If an ANISG General Meeting has not been held for a period in excess of four years, and if there are no plans for an ANISG conference in the foreseeable future following that interval, it is the responsibility of the ANISG Executive Committee to terminate the organisation and dispose of any assets. On this occurrence, these assets will be disposed of to a like-minded scientific organisation, or failing this to a registered charity.