



CONSTITUTION

AUSTRALASIAN CHAPTER OF THE SOCIETY OF ENVIRONMENTAL TOXICOLOGY AND CHEMISTRY - ASIA PACIFIC

(as revised to incorporate amendments adopted at an ordinary General Meeting,
Melbourne, 31st August, 2021)

CONSTITUTION

Article I: Name

The name of the organisation shall be the Australasian Chapter of the Society of Environmental Toxicology and Chemistry - Asia Pacific. This Chapter (SETAC-AU) is a non-profit scientific and professional organisation affiliated with the Society of Environmental Toxicology and Chemistry (SETAC).

Article II: Purpose

1. To promote research, education, training and development in the environmental sciences, in particular environmental toxicology, ecotoxicology and environmental chemistry.
2. To encourage the application of interdisciplinary environmental sciences in managing chemicals and other stressors.
3. To sponsor scientific and educational programs and provide a forum for communication among professionals in government, business, academia and other segments of the environmental science community involved in the use, protection, and management of the environment.
4. To promote the development of principles and practices for sustainable environments, considering appropriate ecological, economic and social aspects.

Article III: Membership

1. The membership of the Chapter shall consist of:
 - i. Full Members - qualified professionals sharing the stated purpose of the Chapter and having education, research or applied experience in environmental toxicology, ecotoxicology, and environmental chemistry.
 - ii. Student Members - persons sharing the stated purpose of the Chapter and engaged in an academic curriculum leading towards a degree related to SETAC's purpose.
 - iii. Emeritus Members - members selected and so honoured in recognition of their contribution to environmental toxicology, ecotoxicology and/or environmental chemistry and the Chapter (or the precedent Australasian Society for Ecotoxicology) for a substantial period. Details of conditions for acceptance of nominations for Emeritus Members are in Appendix I.
 - iv. Sustaining Members - business or public organisations wishing to assist in fostering the aims of the Chapter. Sustaining Members will enjoy such rights and privileges as are determined by the Council from time to time.
 - v. All members, except for Sustaining Members, constitute the voting membership of the Chapter and may hold office.
2. Membership to all of the above membership classes requires the payment of membership fees as determined by the Chapter and by SETAC.
3. Application for any category of membership of the Chapter must be made in the

format prescribed by SETAC – see www.setac.org.

4. A right, privilege or obligation which a person has by reason of being a member of the Chapter

- i. is not capable of being transferred or transmitted to another person; and
- ii. terminates upon cessation of the person's or organisation's membership.

5. Member's liability in relation to contributions towards the payment of the debts and liabilities of the Chapter or the cost, charges and expenses of the winding up of the Chapter is limited to the amount, if any, unpaid by the member in respect of membership of the Chapter as required by Article III.2.

6. Resolution of internal disputes between members of the Chapter (in their capacity as members), and disputes between members and the Chapter, are to be referred to a community justice centre for mediation in accordance with law in the jurisdiction in which the Chapter is registered as a business.

7. Cessation of membership

A person ceases to be a member of the Chapter if the member

- i. dies;
- ii. fails to pay membership fees;
- iii. resigns that membership; or
- iv. is expelled from the Chapter.

8. A member may appeal to the Chapter Council against a resolution of the Council which is confirmed under Article III.7.iv, within 7 days after notice of the resolution is served on the member, by lodging with the Chapter Secretary a notice to that effect.

9. Any Member in arrears in dues for one (1) month will lose membership privileges, and any member in arrears in dues for three (3) months will lose membership in the Society. Defaulting members may be reinstated provided all outstanding dues are paid to bring membership up to date.

10. Resignation of membership

A member ceases to be a member of the Chapter according to the following clauses:

- i. A member of the Chapter is not entitled to resign that membership except in accordance with this rule;
- ii. A member of the Chapter who has paid all amounts payable by the member to the Chapter in respect of the member's membership may resign from membership of the Chapter by first giving notice (being not less than 1 month or not less than such other period as the Council may determine) in writing to the Secretary or the Chair of the Membership Committee of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- iii. Where a member of the Chapter ceases to be a member pursuant to Article III.9. and in every other case where a member ceases to hold membership,

the Chapter secretary shall make an appropriate entry in the SETAC register of members recording the date on which the member ceased to be a member.

Article IV: Management and Elections

1. The affairs of the Chapter shall be managed by the membership through a Council and Executive Committee in accordance with the Constitution.
2. The Council shall consist of:
 - i. the President who shall be the Chair
 - ii. two Vice Presidents
 - iii. the Immediate Past President
 - iv. the Secretary
 - v. the Treasurer
 - vi. the Membership Officer
 - vii. the Communications Officer
 - viii. the Strategic Directions Officer
 - ix. the Chair of the Editorial Committee of the AU-SETAC Bulletin
 - x. one Student Member representative
 - xi. one representative from each state or territory of Australia, New Zealand and Papua New Guinea, where possible
 - xii. Other representatives as deemed necessary from time-to-time by the Council.
3. The Chapter may, by resolution at an ordinary General Meeting, increase or reduce the number of officers or other members of the Council.
4. All members of the Council shall serve for the period between ordinary General Meetings (Article X.).
5. Council members may be re-elected at the end of their current term.
6. Any member wanting to nominate for the role of President shall have previously held the role of Vice-President.
7. A person who has held office as President, shall for a period covering one ordinary General Meeting after vacating the presidency, hold office as Immediate Past President.
8. The two Vice-Presidents shall be elected for a period covering one ordinary General Meeting at the conclusion of which it is envisaged that one of the Vice-Presidents will stand for election as President for a period covering one ordinary General Meeting where he/she is willing to nominate for election.
9. The Council shall be elected from the voting membership by the voting membership from nominations made at an ordinary General Meeting of the Chapter. Election from the nominations made is conducted as soon as practical, but no later than 4 weeks after the ordinary General Meeting and under the supervision of the Secretary or a returning officer appointed by the Council. The closing of nominations for elections to the Council, the manner of conducting elections and determination of results thereof and any other matters relating to elections shall, subject to this constitution and these rules, be determined by the Council.

10. Candidates for election to the Council shall be proposed and seconded by voting members, but each nomination form shall not be valid unless it bears the written consent of the candidate to their nomination. Only Student Members may nominate and vote for a Student Member representative on Council.

11. The election of office-bearers of the Chapter and ordinary members of the Council will proceed in the order listed under Article IV 2. On being elected to a position, a nominee's candidature for any other position/s for which they have been nominated becomes void.

12. If a vacancy, except that of President, occurs between terms, the Council shall appoint a successor to serve the remainder of the term. Should the post of President become vacant for any reason one of the Vice-Presidents shall assume the post of President and serve the remainder of the term as acting President and may succeed to the Presidency, where he/she is willing to nominate, by election in the same way as other positions falling vacant at the ordinary General Meeting are filled.

13. The Executive Committee shall consist of the President, as presiding officer, the Vice-Presidents, the Immediate Past President, the Secretary, and the Treasurer.

14. A member of the Council shall be deemed to have vacated their office if they:

- i. become bankrupt or make any arrangement or composition with creditors generally;
- ii. become prohibited from being a director of a Company by reason of any order made under the Companies Ordinance 1962 (as amended) of New South Wales or any other law of a similar nature or to a like effect of any state or territory of Australia, New Zealand or Papua New Guinea;
- iii. become a person whose person or estate is liable to be dealt with in any way under the law relating to mental health of any state or territory of Australia, New Zealand or Papua New Guinea;
- iv. resign their office in writing to the Secretary;
- v. cease to be a member of the Chapter;
- vi. are absent without the permission of the Council from two consecutive meetings thereof;
- vii. become an employee of the Chapter; or
- viii. are directly or indirectly interested in any contract with the Chapter and fail to declare the nature of their interest in the manner required by law in the jurisdiction in which the chapter is registered as a business.

15. The student representative shall serve for a maximum of 12 months then a replacement will be found via EOI process and decision by the Executive Council.

Article V: Alternate or Substitute Members of Council

1. If a person is a member of the Council by reason of their being a representative of a State or Territory of Australia, New Zealand or Papua New Guinea, such a person may, with the consent of the ordinary General Meeting which nominated them, appoint a person to be their alternate or substitute of the Council in their place during such period as is set forth in the said consent.

2. With the approval of the Council any other member thereof may appoint such person as they think fit to be their alternate or substitute member of the Council in their place during such period as they think fit.

3. Any person while they hold office as an alternate or substitute member of the Council shall be entitled to receive notice of meetings of the Council and to attend and to vote thereat and to exercise all the powers of the appointer in their place.

4. Any appointment or removal pursuant to this clause shall be effected by notice in writing under the hand of the member of the Council making the same addressed to the Secretary.

Article VI: Casual Vacancies on Council

1. For the purpose of these rules, a casual vacancy in the office of a member of the Council occurs if the member:

- i. dies;
- ii. is deemed to have vacated their office under Article IV 14.
- iii. is removed from office under Article VII;

Article VII: Removal of Member from Council

1. The Chapter in a General Meeting may by resolution remove any member of the Council from their office before the expiration of the Council member's term of office and may by resolution appoint another eligible person to hold office until the next General Meeting shall take place, at which time the position becomes vacant and available for nominations and election/appointment in the same way as other positions falling vacant at the General Meeting.

2. Where a member of the Council to whom a proposed resolution referred to in Article VII.1 relates makes representations in writing to the Chapter Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Chapter, the Secretary or the President may send a copy of the representations to each member of the Chapter or, if the representations are not so sent, the member is entitled to require that the representation be read out at the meeting at which the resolution is considered.

Article VIII: Powers and Duties of the Council

1. The duties of the President, Vice-President, Secretary and Treasurer are those customarily performed by such officers, unless otherwise directed by the Council.

2. The duties of the Council shall be:

- i. To manage the business, functions, programs, and activities of the Chapter;
- ii. To establish annually the membership fees for all classes of Chapter members in line with SETAC World Council resolutions;
- iii. To establish policy and take action as is appropriate to promote the objectives of the Chapter and SETAC;
- iv. To appoint committees as necessary;
- v. To nominate a representative to attend SETAC Asia Pacific Board meetings, or SETAC World Council meetings, as deemed necessary.

3. The Council shall cause minutes to be made:

- i. of all appointments of officers;
- ii. of the names of members of the Council present at all ordinary General Meetings of the Chapter and meetings of the Council; and
- iii. of all ordinary General Meetings and extraordinary General Meetings of the Chapter and meetings of the Council.

4. The minutes referred to in the immediately preceding paragraph shall be signed by the Chair of the meeting at which the proceedings were held or by the Chair of the next succeeding meeting.

5. The Council may delegate any of its powers to committees (Article XIII) consisting of at least one member of the Council and such other persons as it may determine upon such terms and conditions as the Council may see fit and may fix the quorum of any such committee.

Article IX: Proceedings of the Council

1. The Council shall meet, in person or by teleconference/internet, at such times and places as may be determined from time to time by it (but not less than twice in each calendar year) and in the absence of any such determination at such times and places as the Secretary on the instructions of the President or on the requisition of a member of the Council, shall notify to members thereof.

2. Every member of the Council shall have one vote except the Chair of the meeting who in the event of there being an equality of votes, shall be entitled to a casting vote.

3. Each Council member shall be entitled to appoint another member as proxy by written (Appendix II) or E-mail notice given to the Secretary not later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

4. Oral or written notice of a meeting of the Council shall be given by the Chapter Secretary to each member of the Council at least 14 days (or such other period as may be unanimously agreed upon by the members of the Council) before the time appointed for the holding of the meeting.

5. Notice of a meeting given under Article IX.4 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 Council members present at the meeting unanimously agree to treat as urgent business.

6. At every meeting of the Council the President shall preside as Chair unless he/she is unwilling to act or is absent in which case the Vice President shall preside. In the event of there being no Vice President present within fifteen minutes after the time appointed for the holding of the meeting, or such a person is unwilling to act, the members of the Council may elect one of their number as Chair of the meeting.

7. The quorum necessary for the transaction of the business of the Council shall be three members thereof or such greater number as may be determined by the Council.

8. No business shall be transacted by the Council unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same time of the same day in the following week.

Article X: Ordinary General Meetings

1. With the exception of the inaugural ordinary General Meeting of the Chapter, the Chapter shall, at least once in a period of two consecutive calendar years, convene a face-to-face ordinary General Meeting of its members, such meeting to be held, if possible, in conjunction with a scientific conference convened by the Chapter either solely or jointly with one or more scientific organisations.

2. The ordinary General Meetings of the Chapter shall, subject to Article X.1, be convened on such date and at such place and time as the Council thinks fit or as voted for by the membership at an ordinary General Meeting.

3. In addition to any other business which may be transacted at an ordinary General Meeting, the business of an ordinary General Meeting shall be:

- i. to confirm the minutes of the last preceding ordinary General Meeting and of any extraordinary General Meeting held since that meeting;
- ii. to receive from the Council reports upon the activities of the Chapter during the period since the last preceding ordinary General Meeting;

4. The Secretary shall, at least 21 days before the date fixed for the holding of the ordinary General Meeting, cause to be sent by electronic mail, to each member 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.

5. No business other than that specified in the notice convening an ordinary General Meeting shall be transacted at the meeting.

6. A member desiring to bring any business before an ordinary General Meeting may give notice in writing of that business to the Secretary, who shall include that business in the next notice calling an ordinary General Meeting given after receipt of the notice from the member.

Article XI: Extraordinary General Meetings

1. The Council may, whenever it thinks fit, convene an extraordinary General Meeting of the Chapter.

2. The Secretary shall, at least 21 days before the date fixed for the holding of the extraordinary General Meeting, cause to be sent by pre-paid post, or by electronic mail, to each member 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.

3. The Council shall, on the requisition in writing of not less than 5 per cent of the total number of members convene an extraordinary General Meeting of the Chapter.

4. A requisition of members for an extraordinary General Meeting —

- i. shall state the purpose or purposes of the meeting;
- ii. shall be signed by the members making the requisition;
- iii. shall be lodged with the Secretary; and
- iv. may consist of several documents in a similar form, each signed by one or more members making the requisition.

5. If the Council fails to convene an extraordinary General Meeting to be held within 1 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 an extraordinary General Meeting to be held not later than 3 months after that date.

6. An extraordinary General Meeting convened by a member or members as referred to in Article XI.4 shall be convened as nearly as is practicable in the same manner as ordinary General Meetings are convened by the Council.

Article XII: Proceedings at General Meetings

1. The President or, in the President's absence, one of the Vice-Presidents, shall preside as chairperson at each General Meeting of the Chapter.

2. If the President and the Vice-Presidents are absent from a General Meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

3. 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. Twelve members present in person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.

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 time and at the same place (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned).

5. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of meeting, the members present (being not less than 6) shall constitute a quorum.

6. The chairperson of 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.

7. Where a General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Chapter stating

the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

8. Except as provided in Articles XII.4 and XII.7, 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.

9. Voting at General Meetings

- i. Upon any vote arising at an ordinary or extraordinary General Meeting of the Chapter, a member has one vote only;
- ii. All votes shall be given personally, or by postal vote, or by proxy but no member may hold more than 5 proxies;
- iii. In lieu of a vote in person or by proxy, each member shall be entitled to a postal vote, upon any question arising at a General Meeting, in a written form signed and dated by the member and given to the secretary no later than 24 hours before the time of the meeting in respect of which the vote is made;
- iv. In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote;
- v. A member or proxy is not entitled to vote at any General Meeting of the Chapter unless all money due and payable by the member or proxy to the Chapter has been paid, other than the amount of the annual subscription payable in respect of the then current year;
- vi. Each member shall be entitled to appoint another member as proxy by notice given to the Secretary not later than 24 hours before the time of the meeting in respect of which the proxy is appointed; and
- vii. The notice appointing the proxy shall be in the form set out in Appendix II to these Articles.

Article XIII: Standing Committees

1. Until the Council determines otherwise there shall be the following standing committees:

- i. the Executive Committee;
- ii. the Membership Committee; and
- iii. the Bulletin Editorial Committee.

2. The Council may from time to time establish such additional Standing Committees as it may deem necessary and convenient for the purposes of the Chapter.

3. The Executive Committee shall consist of the President, the Secretary, Treasurer, Vice President/s and Immediate Past President.

4. The Membership Committee shall consist of four Members or Emeritus Members elected at the General Meeting.

5. The Bulletin Editorial Committee shall consist of the Editor in Chief, Associate Editors and other representatives as outlined in Appendix III.

6. The Council may:

- i. delegate such of its powers or functions to each standing committee as it may deem necessary and convenient;

- ii. require each standing committee to carry out such functions as the Council may from time to time determine; and
- iii. appoint the Chair and such other persons thereto as it may determine upon such terms and conditions as it may see fit and may fix the quorum to any such standing committee.

7. The Chairs of the Membership Committee and the Bulletin Editorial Committee shall be deemed to have been appointed to the Council upon the date of their appointment as Chair of those standing committees.

8. Each standing committee shall, in the exercise of the powers so delegated to it, or functions conferred to it, under this clause, conform to any regulations that may from time to time be imposed on it by the Council.

9. The meetings and proceedings of any standing committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Council, so far as the same are applicable to, and are not superseded by, any regulations made by the Council under this clause.

Article XIV: Funds and Accounts of the Chapter

1. The assets and income of the Chapter shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the Chapter except as *bona fide* remuneration for services rendered or expenses incurred on behalf of the Chapter.

2. All funds belonging to or received by the Chapter shall be placed in one or more bank accounts (or equivalent) in the name of the Chapter and such funds may be withdrawn from such account or accounts only by means of cheques or negotiable instruments signed by any two members of the Executive Committee. Any member of the Council or other person approved by the Council may endorse cheques or negotiable instruments payable to the credit of the Chapter.

3. All payments of funds drawn from any bank account of the Chapter shall be made only with authority from the Council or the Executive Committee.

4. The financial year of the Chapter shall conclude on the thirtieth day of June in each year.

5. The Council shall cause proper books of accounts to be kept with respect to:

- i. all sums of money received and expended by the Chapter on the matter in respect of which the receipt and expenditure takes place
- ii. all sales and purchases of goods by the Chapter, and
- iii. the assets and liabilities of the Chapter.

6. The books of account shall be kept at a place as the Council shall think fit. Such books of account shall always be open to the inspection by members of the Council.

7. Subject to any restrictions that may be imposed by the Council from time to time as to the time and manner of inspecting the same, all the books of account of the Chapter

shall be open to the inspection of any Member or Emeritus Member, free of charge, at any reasonable hour.

8. The Council shall at least once in each period of twelve months cause to be prepared and laid before the ordinary General Meeting a profit and loss account and balance sheet setting out the assets and liabilities of the Chapter and such reports as are deemed necessary. A copy of every such document which is to be laid before the ordinary General Meeting together with a copy of the auditor's report shall not less than fourteen days before the date of the ordinary General Meeting be sent to all persons entitled to receive notices of ordinary General Meetings.

Article XV: Auditor

1. Council may appoint an external auditor of The Chapter accounts as and when required.

2. An auditor of the Chapter may be removed from office by resolution of the Chapter at an ordinary General Meeting of which notice has been given but not otherwise. The Chapter shall at the meeting, where an auditor is removed from office, forthwith appoint a person nominated at the meeting as auditor of the Chapter.

3. No person shall be appointed as auditor of the Chapter who is a Full Member, Emeritus Member, Student Member, or Sustaining Member.

4. No person shall be appointed as auditor of the Chapter unless they are a duly registered company auditor within the meaning of the Companies Ordinance 1962 (as amended from time to time) of New South Wales or by any other law of a similar nature or to a like effect of any state or territory of Australia, New Zealand or Papua New Guinea.

Article XVI: Amendments

1. An amendment to the Constitution may be proposed by the Council or the voting membership of the Chapter.

2. This constitution may be amended only by a resolution passed by a two-thirds majority of Members or Emeritus Members present in person or by proxy and entitled to vote at an ordinary General Meeting or extraordinary General Meeting convened especially for that purpose of which 21 days' notice shall be given, in accordance with the provisions of Article XI.2. Constitutional changes must also be approved by the Council of SETAC Asia Pacific and SETAC World Council.

3. Amendments to Appendices to this Constitution may be approved only by a majority vote of SETAC-AU Council.

Article XVII: Relationship with SETAC

1. Neither SETAC nor its Geographic Units shall have any legal, contractual or financial responsibility of any kind for the affairs of the Chapter.

2. Before the Chapter publishes technical information or otherwise publicly issues any statement upon a policy matter which purports to represent the opinion of the SETAC,

it must obtain the consent of the World Council of the Society and the President of SETAC Asia Pacific.

3. SETAC may restrict, limit, or prohibit the use of its name by the Chapter in certain publications, meetings or similar activities involving communication with the public.

4. The Chapter will not conduct any meetings or conferences which conflict with the Meetings of SETAC Asia Pacific or the World Congress of SETAC.

Article XVIII: Bulletin

1. The Chapter owns and publishes a scientific bulletin named the *Australasian Bulletin of Ecotoxicology and Environmental Chemistry*.

2. The Bulletin is a regional publication dedicated to publishing original, scientifically-sound research dealing with all aspects of ecotoxicology and environmental chemistry relevant to Australasia. Papers published may be research reports, review papers, short communications, descriptions of new techniques and equipment, thesis abstracts, and comments on previously published papers.

3. The Editor-in-Chief, who is an office-bearer of the Chapter, is vested with the management of the Bulletin.

4. The conduct of the Bulletin and definitions relating to Article XVIII.2 are detailed in Appendix III.

Article XIX: Dissolution

1. Dissolution of the Chapter, for any cause, shall follow the same procedure as Constitutional amendments and must be in accordance with local legal regulations.

2. In the event of the Chapter being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Chapter in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

3. The selection of the successor organisation must be approved by a two-thirds vote of the Council of the Chapter and a two-thirds vote of the World Council of SETAC and the Board of SETAC Asia Pacific.

APPENDIX I

EMERITUS MEMBERSHIP GUIDELINES - AUSTRALASIAN CHAPTER OF SETAC ASIA PACIFIC

The conferral by the Australasian Chapter of the Society of Environmental Toxicology and Chemistry Asia Pacific Geographic Unit (SETAC-AU) of Emeritus Membership is designed to reward, through recognition, those members of the SETAC-AU who have made a sustained and distinguished contribution to the science of ecotoxicology, environmental toxicology and/or environmental chemistry.

It is desirable that Emeritus Membership only be awarded to <5% of the total number of individuals holding SETAC-AU membership, to maintain the prestige and exclusivity of the award.

Honorary Life Members of the Australasian Society for Ecotoxicology at the date of adoption of this Constitution will automatically become Emeritus Members of SETAC-AU.

Guidelines for selection of SETAC-AU Emeritus Members, a process undertaken by the incumbent SETAC-AU Council, are:

- i. The nominee must be a current financial member of SETAC-AU.
- ii. The nominee should be a long-standing member of SETAC-AU or the Australasian Society for Ecotoxicology (>10 years).
- iii. The nominee must have made an outstanding contribution to environmental toxicology, ecotoxicology, and/or environmental chemistry and/or to the Chapter or the Australasian Society for Ecotoxicology over this period.
- iv. Evidence for outstanding contributions can derive from several different activities – regulatory, educational, scientific, governmental, etc. The SETAC-AU Council will assess the outstanding nature of the activities on a case by-case basis. Examples of outstanding service to SETAC-AU are:
 - Establishment or development of a major scientific initiative of relevance to SETAC in Australasia;
 - A sustained and innovative contribution to the science of environmental toxicology, ecotoxicology and/or environmental chemistry as evidenced by journal publications in the international literature; and
 - A sustained and high-level commitment to the organisation and development of SETAC-AU or the Australasian Society for Ecotoxicology.
- v. The nomination must be signed by at least 3 other financial SETAC-AU members, indicating their support for the nomination.
- vi. Nominations can be made to SETAC-AU Council at any time.
- vii. The nomination must be endorsed by a majority of SETAC-AU members at an ordinary General Meeting or an extraordinary General Meeting.

APPENDIX II

FORM FOR THE APPOINTMENT OF PROXY. - MEETING OF AUSTRALASIAN CHAPTER OF SETAC ASIA PACIFIC

I (name),
of (address),
being a member of the Australasian Chapter of the Society of Environmental Toxicology and Chemistry Asia Pacific Geographic Unit, hereby appoint
..... (name of proxy)
being a member of the Australasian Chapter of the Society of Environmental Toxicology and Chemistry Asia Pacific Geographic Unit, as my proxy to vote for me
on my behalf at the (meeting type e.g "General") meeting
of the Chapter, to be held on (meeting date) and any adjournment of
that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the
resolution (insert details if desired*):

.....

..... (Signature of member appointing proxy)

..... (Date)

* If no details provided, the proxy may vote as they see fit on any resolution.

APPENDIX III

BULLETIN OF THE AUSTRALASIAN CHAPTER OF SETAC

PRELIMINARY

Name

1. The bulletin shall be named the *Australasian Bulletin of Ecotoxicology and Environmental Chemistry*.
2. The name may be abbreviated as follows: *Australasian Bull. Ecotoxicol. Environ. Chem.* or *Australas. Bull. Ecotoxicol. Environ. Chem.*

Owner and Publisher

3. The Bulletin is owned by the Australasian Chapter of SETAC Asia Pacific and is published by the Chapter.

Definitions

4. In this Appendix:

Australasian means Australia, New Zealand, Papua New Guinea, the islands of the South West Pacific and adjacent seas and oceans, and for this purpose is extended to South East Asia.

Council means the Council of the Chapter.

Ecotoxicology means the body of scientific knowledge relating to the hazardous effects of environmental stressors on biota.

Environmental Chemistry means the body of scientific knowledge relating to biotic and abiotic chemical processes in natural environments.

Bulletin means the *Australasian Bulletin of Ecotoxicology and Environmental Chemistry*.

Peer means an established scientist with recognised expertise in the relevant field of scientific endeavour.

Chapter means the Australasian Chapter of SETAC Asia Pacific.

Society means the Society of Environmental Toxicology and Chemistry.

EDITORIAL POLICY

Aims and Scope

5. The Bulletin is a regional publication dedicated to publishing original, scientifically sound research dealing with all aspects of ecotoxicology and/or environmental chemistry relevant to Australasia. Papers published may be research reports, review papers, short communications, descriptions of new techniques and equipment, thesis abstracts, and comments on previously published papers. This Bulletin does not aim to compete with current SETAC journals (Environmental Toxicology and Chemistry and Integrated Environmental Assessment and Management) but aims to provide an avenue for publication of regionally relevant research on environmental chemistry and ecotoxicology.

- a) **Research papers.** Manuscripts should report the results of soundly conducted and executed research in ecotoxicology and/or environmental chemistry in Australasia.
- b) **Review papers.** Reviews should critically summarise a body of knowledge, and from it formulate ideas and recommendations which could be useful to ecotoxicology and/or environmental chemistry in Australasia.
- c) **Short communications.** Short papers may report the results of sound, original data generated in small-scale ecotoxicological and/or environmental chemistry projects in Australasia.
- d) **Techniques and equipment.** A paper describing a new technique or piece of equipment is acceptable if it is demonstrated that the innovation is an important improvement in ecotoxicology and/or environmental chemistry.
- e) **Thesis abstracts.** The Bulletin will publish brief abstracts of PhD and MSc theses from Australasia in ecotoxicology and/or environmental chemistry where the degree has been awarded.
- f) **Comments.** The Bulletin will publish letters to the editor which provide sound, well-argued comment on previously published papers. Normally, the author(s) of the previously published paper in question will be given an opportunity to respond.

6. The scope includes, but is not limited to: acute and chronic toxicity studies measuring lethal and sub-lethal responses; ecological impact studies pertaining to ecotoxicology; studies relating to the fate and behaviour of chemicals in the environment; discussion of ecotoxicological theory; and use of ecotoxicological information to develop and validate environmental criteria. Studies at all levels of biological organisation will be considered – sub-cellular, cellular, tissue, organism, population and community levels.

Standards and Acceptance Criteria

7. The research reported must satisfy contemporary standards of scientific rigour as established by at least two, anonymous peer reviewers who are independent of the study and who have been chosen by the editors. Specific criteria for acceptance follow.

- a) **Relevance.** The Bulletin publishes papers on any aspect of ecotoxicology and/or environmental chemistry relevant to the Australasian region, as defined above.
- b) **Soundness.** The methods and analyses used must be acceptable to workers in the same field, and must be clearly capable of answering the problems

posed. If the design is unsound, the paper is unsound. The interpretation must be restricted to the capacity of the methods chosen. Speculation beyond the limits of the design must not be disguised as inference or interpretation. Authors, however, should not evade their obligation to assess their work and draw conclusions from it.

- c) **Originality.** The data should increase the knowledge or improve the theory of ecotoxicology and/or environmental chemistry. The paper may extend or limit the range of acceptable theory or knowledge to a different Australasian situation, e.g. other species or ecosystems. The essential data should not have been published elsewhere. A summary of the findings in the proceedings of a conference or in the popular press is not regarded as prior publication. If, however, substantial parts of the data, such as those in tables and figures, have been published before, the inclusion of extra peripheral data does not alter the judgement that the paper is not new.
- d) **Brevity.** Papers must be written concisely. Further, any parts of the manuscript that are irrelevant to the purpose of the paper, or that are repetitive or involve excessive referencing, must be deleted before the paper is accepted.

Copyright

8. Submission of a paper is taken to mean that the results reported have not been published, and are not being considered for publication, elsewhere. The Editor-in-Chief assumes that all authors of a multi-authored paper have agreed to its submission. Once the paper is accepted, the authors and their employing institutions must transfer copyright of the paper (but not of the original data) to the Chapter.

Animal Experimentation

9. Experiments involving animals are expected to have been conducted in accordance with the guidelines applicable in the country/countries where the work was carried out. For example, in Australia the guidelines are set out in the joint publication of the National Health and Medical Research Council of Australia (NHMRC), CSIRO and the Australian Agricultural Council entitled *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (NHMRC: Canberra). Editors will take account of animal welfare issues and reserve the right not to publish. Papers should cite the relevant institutional animal ethics approval number for the experiments reported, where applicable.

MANAGEMENT

Management Structure

10. The management of the Bulletin is to be vested in an Editor-in-Chief, who, at his/her discretion, may be assisted by up to 3 Associate Editors, an Administrative Assistant and an Editorial Advisory Board.

Editor-in-Chief

11. The Editor-in-Chief is to be elected by the members of the Chapter at the General Meeting as required by the Chapter's Constitution. The position is an honorary one, but it may attract an annual honorarium at the discretion of the Council, subject to confirmation by the General Meetings of the Chapter. The Editor-in-Chief is responsible to the Council for the editorial and business management of the Bulletin in accordance with Article XV11.3 of the Chapter Constitution.

Associate Editors

12. The Editor-in-Chief may appoint up to 3 associate editors each responsible for a different sub- discipline or field of ecotoxicology and/or environmental chemistry. These are honorary positions and do not attract an honorarium. The duties of an associate editor are, for the sub- discipline for which s/he is responsible:

- a. to promote and market the bulletin;
- b. to encourage the submission of papers to the bulletin;
- c. to manage the refereeing process for the papers submitted;
- d. to edit accepted papers and submit them to the Editor-in-Chief once they are ready for publication; and
- e. to manage the correction of galley proofs by authors.

Administrative Assistant

13. The Editor-in-Chief may appoint an administrative assistant. The position is an honorary one, but it may attract an honorarium at the discretion of the Editor-in Chief and as ratified by Council. The duties of the Administrative Assistant are to assist the Editor-in-Chief and Associate Editors, if any:

- a) to manage the Bulletin's finances in accordance with Appendix, the Rules of the Chapter and any directions of the Council and/or the Editor-in-Chief;
- b) to promote and market the Bulletin;
- c) to liaise with the Society's database manager to provide the current mailing list of all subscribers to the Bulletin;
- d) to manage the correction of galley proofs by authors and the ordering of reprints; and
- e) to arrange contracts for, and oversee, the printing, proof reading and despatch of the Bulletin; and
- f) to administer the Editorial Advisory Board.

Editorial Advisory Board

14. The Editor-in-Chief, in consultation with the Associate Editors, if any, may appoint an Editorial Advisory Board. If appointed, it is to consist of no more than 12 eminent ecotoxicologists and/or environmental chemists, representing a broad cross-section of the ecotoxicological and environmental chemistry sub-disciplines and the geographic coverage of the bulletin. It is to be chaired by the Editor-in-Chief. Membership is to be reviewed at least every 3 years. Board membership is honorary and does not attract an honorarium. The Board is to meet once per year by a teleconference. The duties of the Board are:

- a) to advise the Editor-in-Chief at the annual meeting of the Board on the strategic positioning and development of the Bulletin, its editorial policies and its business management, including the scientific and presentational quality of the papers published;
- b) to advise the editors on the suitability (scope) for the Bulletin of submitted papers, suggest referees for papers, referee papers, and advise on adjudication of conflicting opinions among referees;
- c) to provide publishable content for the Bulletin by submitting papers to it, encouraging colleagues to publish in it and suggesting/soliciting invited reviews or viewpoint papers; and
- d) to promote the bulletin at local and international conferences and workshops and among colleagues.

Performance Indicators

15. The Editor-in-Chief is to develop performance indicators for the Bulletin. Without limiting their scope, the indicators may include: manuscript submission rate and acceptance rate; number of papers published by category (e.g. research papers, review papers, short communications *etc.*); source of papers, by class of organisation and country; source of reviewers, by class of organisation and country; publication times; speed of publication; number and sources of subscriptions; and circulation.

Annual Report

16. The Editor-in-Chief is to submit a report to each Council meeting and to the General Meeting of the Chapter. The report is to cover:

- a) the strategic positioning and development of the Bulletin;
- b) management of the Bulletin;
- c) performance indicators; and
- d) other matters that the Editor-in-Chief considers are relevant.

FINANCE

Self Funding

17. The Bulletin is funded by the Chapter. Although readers, authors or their organisations each benefit from, and so should contribute to, the cost of publication, the Bulletin is to source its income only from annual subscriptions, including a component of the annual Chapter membership subscription. Financial aspects of the Bulletin form part of the Chapter's financial reporting system.

Subscriptions

18. The annual subscriptions (inclusive of local taxes, such as Australian Goods and Services Tax, where applicable and exclusive of mailing costs) currently are based on one volume per year, consisting of at least two issues. They are:

- a) ordinary member (Full, Student and Emeritus) of the Chapter (included in annual membership subscription).
- b) Sustaining member of the Chapter (included in annual membership subscription).
- c) non-member of the Chapter: amount determined by Council.
- d) Libraries and Institutions: amount determined by Council.

19. Membership of the Chapter includes provision of all issues of the Bulletin relevant to the period of membership.