

FEDERATION
OF
STERILISING RESEARCH
AND
ADVISORY COUNCILS
OF
AUSTRALIA

CONSTITUTION

Revised February 1994
Amended June 1994
Amended February 2002
Amended August 2002
Amended February 2007
Revised February 2010
Revised February 2011

CONSTITUTION

1. NAME

The name of the Federation shall be the Federation of sterilising Research and Advisory Councils of Australia (FSRACA)

2. COMMENCEMENT

This is the Constitution for FSRACA, which began on 5th March 1977

3. INTERPRETATION

In the constitution:

- 3.1 “The Federation” means the Federation of Sterilising Research and Advisory Councils of Australia that consists of admitted incorporated state bodies to FSRACA
- 3.2 “Council” means a member body of the Federation (incorporated state body)
- 3.3 “The Committee” of the Federation shall comprise two (2) representative from each member State SRACA
- 3.4 “The Executive” means the President, Secretary and Treasurer of the Federation

4. MISSION STATEMENT

The professional organization of the Federation of Sterilising Research and Advisory Councils of Australia strives to provide excellence through education, research, communication and representation so that safe client outcomes and the highest standards are achieved at all times

- 4.1 **Objective for the professional organization**
To promote FSRACA as an active, diverse, cohesive & professional organization
- 4.2 **Objective for Education**
To enhance opportunities: for education and training in sterilising Technology
- 4.3 **Objective for Research**
To promote and encourage research into Sterilising Technology
- 4.4 **Objective for Communication**
To provide current knowledge and information through Conferences and networking
- 4.5 **Objective for Representation**
To appropriately represent the professional interest of FSRACA

5. THE FEDERATION

- 5.1 The Federation shall consist of the following Councils and other professional organizations that may be admitted by the Committee. Sterilising Research and Advisory Council of Australia New South Wales Incorporated, Sterilising Research and Advisory Council of Australia Victoria Incorporated, Sterilising Research and Advisory Council of Australia Queensland Incorporated, Sterilising Research and Advisory Council of Australia South Australia Incorporated, Sterilising Research and Advisory Council of Australia Western Australia Incorporated, Sterilising Research and Advisory Council of Australia Tasmania Incorporated.
- 5.2 A Council may resign from the Federation provided that such resignation is in writing to and take effect from an annual or Extra-ordinary Meeting of the Committee. The Council may be re-admitted by the Committee.
- 5.3 If in the opinion of the Committee a member Council acts unethically or is breach of the Federation's Constitution, the Committee, may by unanimous vote, excepting only the Council involved expel the Council from the membership of the Federation.

6. EXECUTIVE COMMITTEE

- 6.1 Each member State to have one (1) vote. If voting is even, the President shall have the casting vote.
- 6.2 The Executive Committee shall accept a written proxy vote on item duly notified.
- 6.3 Each State shall rotate two (2) representatives from their Committee to serve on the Federation Committee for a term of three (3) years. Preferable that Federation representatives change on alternate years to maintain continuity for the Committee. Federation office bearers shall rotate from Federation Committee.
- 6.4 The Federation Executive Committee shall meet annually "face to face", by Telelink at specified intervals and via Electronic media as required between formal meetings.
- 6.5 Extra-ordinary Meetings of the Federation Committee shall be called by the Federation Secretary on the instruction of the Federation President or

upon the application of two –thirds of the Member State Councils. Such application shall be made in writing to the Secretary giving the reasons and signed by the applicants.

- 6.6 A quorum for the Federation Committee meetings shall be a minimum of four (4) representatives from four (4) different Member State Councils.
- 6.7 Motions of the Federal Executive may be decided by postal vote or written electronic media shall be valid.
- 6.8 The Federation Secretary shall give at least twenty-one (21) days notice, in writing, to each State council of any motion.
- 6.9 If no written reply is received by seven (7) days prior to the motion date a reminder will be sent.
- 6.10 The Federation Secretary shall forward to each State representative. A copy of the minutes within thirty (30) days. Together with the notice of the next meeting, either by mail or email. Agenda items shall be forwarded to the Federation secretary at least fourteen (14) days prior to the designated meeting date by mail or email. The agenda shall be sent to each State representative seven (7) days prior to the next meeting by mail or email.
- 6.11 The Federation President or their nominee shall chair Federation Committee meetings.
- 6.12 The Federation Executive shall keep minutes of Meetings and any Extra Ordinary Meeting of the Federation and record the names of those present at such meetings.
The Minutes of any Federation Meeting shall be authorized by the President (or nominee who chaired the meeting) at the next meeting and this shall be conclusive evidence of the proceedings at the meeting.
- 6.13 At the conclusion of a term of office on the Federation Committee each Executive Committee member shall deliver to their successor all official records and monies pertaining to their term of office within ninety (90) days including the audited financial statement.

7. FINANCE

- 7.1 The Federation may accept contributions from member societies and donations from business organizations provided such donations are unconditional.
- 7.2 The Federation may retain any surplus of registration fees over expenses arising from the conduct of a National Conference and may use the funds for any business activity of the FSRACA. The percentage of the profit from any national Conference will be retained by the host state as noted in the accompanying By Laws 2.1.
- 7.3 The Federation Committee shall cause to be kept proper records and accounts of the Federation financial affairs and shall have such records and accounts audited annually prior to the Annual General Meeting.
- 7.4 In the event of disbandment of the Federation any monies remaining after the Federation has been wound up and all expenses paid shall be divided and paid to each State Council in proportion to the Council membership at the time of disbandment.
- 7.5 A capitation fee for each member of each State Council to be paid to the Federation Body. This amount is to be reviewed on an annual basis by the Federation Committee. The amount payable to be calculated on the financial membership of each State Council each year (November 1st) and forwarded to the Federation Treasurer annually.
- 7.6 The income and property of the Federation, wherever derived, shall be applied solely to the promotion of the Objectives of the Federation. No proportion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Federation provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Federation or to any member of the Federation.

8. CONFERENCE OF THE FEDERATION

The Federation Committee shall convene a Conference of the Federation not less than once (1) every three (3) years. All State Councils shall be invited to contribute and attend. The Federation Committee may request a State Council to undertake the major part of the organization of the conference.

9. AMENDMENT OF THE CONSTITUTION

This Constitution shall be amended only at a meeting of Federation Committee. A notice of motion setting out all the proposed amendments shall be provided. This motion shall be passed and carried only if at least a two-third (2/3) majority of the Federation Committee approves.

10. STATE COUNCILS

- 10.1 Each State Council shall provide a summary report annually
- 10.2 Each State council shall, as soon as practicable after Federation, subject to the requisite vote of the members, review and amend its Constitution and /or By-Laws wherever necessary so that:
- 10.3 **FULL MEMBERS:** Excluding Associates being persons who accept the intent of FSRACA Constitution and By-Laws who work within the field of Sterile Services and who are admitted by the Council and who have paid the annual subscription
- 10.4 **ASSOCIATE MEMBERS:** Meaning any proprietors, members or employees of a business engaged in the production or supply of goods and /or services, directly associated with Sterilisation, Disinfection or Infection Control within any Health Care facility or Community Service, who are admitted by the Council and who have paid the annual subscription, but have no voting rights and are not eligible to hold office.
- 10.5 **LIFE MEMBERS:** - meaning persons who have been chosen by the Management Committee, in recognition of services rendered to the Council and its Objectives or who have made an outstanding contribution to the principles and practices of sterilizing technology and have been elected by the vote unanimously. (These persons shall have full membership of the Council with voting rights and may be co-opted to Management Committee at the discretion of the Management Committee. No annual membership fee will be required).

The number of members in each class shall be unlimited.

11. BY LAWS

The Federation committee may from time to time make, amend or appeal By-Laws not inconsistent with these rules for the internal management of the FSRACA and a Meeting of the Committee may set any By-Law aside.