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GESA By-laws Approved by Council

By-laws



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Members whose subscription is in arrears on 31 December will be removed from the financial members list until such time as all outstanding fees are received. Those so removed will not be entitled to the privileges of membership. They cannot vote or be nominated for office or represent an Association, or be eligible for scholarships, fellowships or other awards.

Those members whose fees remain in arrears for two (2) financial years will be removed from the membership list. Members so removed must reapply for admission.

2.3 Criteria for Change in Membership Status

2.3.1 Retired members

There is no direct admission to this category.

Applicants will:

- Apply in writing to the Executive committee for a change in status;
- Be recognised as retiring due to age or disability;
- Be practising gastroenterology for no more than an average 5 (hours) five per week per annum; and
- Be able to demonstrate a minimum of at least (7) year's continuous financial membership of the Society.

Retired members pay the current concessional annual fee and retain voting rights.

2.3.2 Life member

There is no direct admission to this category.

Criteria

- Full members who have at least twenty years financial membership with the Society may be nominated for Life Membership; and
- The member must have given exceptional service to the Society.

Application

- Nominations must be in writing to the Honorary Secretary and include documented evidence of the involvement in Society activities.
- Individuals cannot nominate themselves.
- Council will assess nominations.
- Life Members pay no fees and have full voting rights and all the privileges of membership.

2.3.3 Honorary member

Criteria

Nominations must be in writing to the Honorary Secretary, with written documentation supporting the nomination. Individuals may not nominate themselves.

Honorary members have no voting rights and pay no fees.

Assessment

- Council will assess nominations.

2.4 Overseas Membership

Applications are welcome from overseas residents. The same conditions and fees apply as for Australian members.

2.4.1 Temporary Concessional Subscription

The temporary concessional subscription will only be available to Australian financial members moving overseas for career purposes and is available for a maximum of five years.

To apply for the concessional fee members must be currently financial and resident in an overseas country, other than New Zealand, for a period longer than one calendar year.

2.5 Suspensions or Waiving of Fees

Members must apply in writing to the Executive for consideration of the suspension or waiving of fees.

2.6 Entitlements of membership

Full members

- Granted full voting rights (entitled to vote in elections)
- May nominate for Council or Association Committees.

- Have access to Fellowships/Scholarships other Awards.
- Entitled to the Journal of Gastroenterology & Hepatology (**Full paying members**)

Associate member

- Cannot vote in elections
- Have no access to Fellowships/Scholarships and other awards
- Cannot stand for any elected office

3 FINANCIAL MATTERS

3.1 Committee

Council will appoint a Finance Committee under the chair of the Honorary Treasurer to monitor financial procedures and to recommend changes when necessary.

The general brief of the committee will be to:

- Maintain a balanced investment portfolio to preserve and enhance the capital base of the Society;
- Receive from Associations and Committees a proposed budget by 31 December each year;
- Propose a master budget for the Society for presentation at the February meeting of Council that aims to increase the capital base;
- Liaise with the other relevant committees regarding fund raising;
- Liaise with the Scientific Program Committee to prepare a draft budget at least eighteen months prior to each scientific meeting; and
- Ensure that separate budgets are prepared and approved for other activities prior to the event.

Additional expenditure outside any endorsed budget must have the following approval:

To	\$1,000	Chief Executive Officer
To	\$5,000	Treasurer
Over	\$5,000	Executive (interim approval on behalf of Council)

3.2 Monitoring of Finances

- All Committees must provide a proposed budget by 31 December each year.
- The master budget for the Society will be prepared and presented at the February meeting of Council for endorsement.
- The budget for Scientific Meetings will be developed at least eighteen months prior to the meeting.
- All other activities must have a budget approved prior to proceeding.
- The chart of accounts will reflect the activities of the Society.
- A statement of Income & Expenditure will be presented at each Council meeting.
- The following functions must be separated from the day-to-day recording;
 - Accounting
 - Financial Adviser
 - Auditor

3.3 Reimbursement of Expenses

A tax invoice or reimbursement form, with relevant receipts attached, must accompany all claims for reimbursement of expenses.

Unless prior permission is obtained bookings for travel and accommodation must be organised through the Society's accredited booking agent and charged to the corporate account.

3.3.1 Eligibility for Reimbursement

- (a) Members of Council, Committees, Associations, and individuals attending meetings and other activities for which Council has endorsed payment.
- (b) All claims must be accompanied by the following:
 - Claims under \$50 - reimbursement form and official receipts
 - Over \$50 - valid tax invoice and receipts

3.3.2 Travel

The Society has arranged to use an authorised booking agent. This enables the Society to be charged directly for any travel and accommodation costs for members on bona fide Society business.

For organised committee meetings, the administrative staff will detail the procedure for booking travel and request that meeting attendees contact the authorised agent directly to make arrangements.

3.3.3 Airfares

The class of travel is economy. Flights will be booked at the lowest rate, that permits cancellation and the flexibility of flight changes.

Frequent flyer points will be available to the individual.

3.3.4 Accommodation

Meetings are generally arranged to enable attendees to fly in and out on the same day. However, when distance (e.g. Western Australia or New Zealand) or time differences (e.g. Queensland during Daylight Saving) make this difficult, overnight accommodation prior to the meeting is available to those attending a full meeting. A full meeting is defined as a minimum of seven hours.

Accommodation must be arranged via the Society's booking agent.

3.3.5 Taxis/Parking

Taxi fares or parking fees will be reimbursed on submission of a completed reimbursement form with the attached original receipts.

3.3.6 Car Allowance

- (a) If a private vehicle is used to travel to a meeting, reimbursement will be at the rate of 60 cents per kilometre or the cost of a fourteen (14) day advance purchase return airfare, whichever is the cheaper.
- (b) Only attendees who live in a rural area or interstate may claim a car allowance.
- (c) Expenses are not available to attendees residing in the city where the meeting is being held.

4. Administrative

4.1 Meetings

For the purposes of these Bylaws a meeting of Council or any Association or committee shall mean:

- A meeting of persons assembled in person on the same day at the same time and place; or
- Those persons communicating with each other by telephone at a structured teleconference or other electronic media organised by the Society.
- Persons participating in a teleconference are deemed to be present (including for the purposes of constituting a quorum) and entitled to vote at the meeting.

4.2 Quorum

A quorum for the transaction of business shall be 50% plus one. A quorum for conducting business at a general meeting of the membership shall be twenty members eligible to vote attending in person.

4.3 Voting

In person

Generally voting will be decided by a show of hands. If necessary, “tellers” will be appointed to conduct a count. The decision will be on a majority as declared by the Chairperson.

Postal Ballot

Voting by postal ballot may be used for elections and any other formal decision that requires the decision of the full membership eligible to vote.

Proxy votes

Proxy votes are permitted at all general meetings of the Society.

Proxy votes must be set out on the prescribed form and registered with the Society office 48 hours prior to the general meeting.

5 Elections

All elections for Council and Associations will be controlled centrally under the supervision of a Returning Officer appointed by Council.

Elections for Associations will be held prior to the call for nominations for Council.

5.1 Composition of Council

- Council will comprise of 12 representatives

-
- Chairs of each Association
 - Plus eight councillors elected from the general membership

5.2 Term of Office for all elected members

- Two (2) years.
- Generally three (3) consecutive terms (totalling 6 years). However this may be extended to a maximum of eight years if a term as Chair of an Association or President is included.
- May seek renomination after one (1) term (2 years) break.
- Term of office begins at the Annual General Meeting of the membership when the election results are endorsed and terminates at the Annual General Meeting two years after the endorsement.

5.3 Eligibility

Proposers and Seconders of nominations must be current financial members. Candidates must be financial for the current year at the time of nomination. (Insert current year)

The following sentence will be included on the nomination form "Candidates must be financial for the (spell out year) financial year at the time of nomination".

Councillors Representing the General Membership

- Positions are open to all eligible Full Members.
- Nominations are called for from the full membership.
- If more than the required number of nominations is received a secret ballot of the full membership eligible to vote will be held.

Councillors Representing Associations

Nominees must have nominated and been elected by the membership to the relevant Association Committee and then appointed to the position of Chair.

5.4 Co-opted Members

If the following office bearers are not available from elected Councillors, Council may co-opt up to a maximum of two members per term to fill the following positions:

- Honorary Secretary
- Honorary Treasurer

-
- Chairperson
 - Education
 - Research

5.5 Casual Vacancy

Councillors representing the General Membership

Council will appoint the replacement. Where possible, this should be the member who received the next highest vote in the last election.

Councillors representing Associations

Council will liaise with the relevant Association to appoint the replacement.

Term of Office

Councillors so appointed shall hold office until the conclusion of the term of the retired Councillor.

5.6 Office Bearers

Election

The President will assume office at the Annual General Meeting of members following the Council election.

The President-Elect, Honorary Secretary and Honorary Treasurer will be elected at the first Council meeting following the AGM.

President-Elect

Eligibility

Councillor elected by the general membership having served at least the previous term (2 years) on Council.

Method of Election

The CEO will inform the Council of the names of those eligible to be elected to the office of President-Elect.

The election for the President-Elect will be by Papal Vote.

Honorary Secretary

Eligibility

Any Councillor who expresses an interest in serving in the position.

Method of Election

If more than one nominee, by secret ballot.

Honorary Treasurer

Eligibility

Any Councillor who possess an understanding of the financial affairs of the Society.

Method of Election

If more than one nominee, by secret ballot.

5.7 Standing Committees

5.7.1 Executive

Composition

Council will appoint an Executive committee comprising:

- President
- President-Elect (Vice President)
- Honorary Secretary
- Honorary Treasurer
- CEO (Ex Officio)

Powers

During the intervals between meetings of Council the Executive shall manage and direct the affairs of the Society as entrusted by Council.

The Executive must keep a record of its proceedings and report to Council at its next meeting.

5.7.2 Education (Digestive Health Foundation)

Function

The Function of the Digestive Health Foundation is to advise Council on matters pertaining to promoting better health and understanding of gastrointestinal and liver disease in the community and among the general medical profession.

Membership

- Chairperson,
- Deputy Chairperson,
- Other representatives as appropriate.

Selection

Council will appoint the Chair from within the elected members. If there is no suitable candidate, a member will be co-opted to fill the position.

The Chairperson recommends other representatives.

A list of members must be presented to Council each year.

Term of Office

Members of the committee shall hold office for two years and shall be eligible for, but not entitled to, reappointment at the end of the term in office in accordance with article 5.1.

Financial

Council will endorse the financial assistance available to the DHF for the coming year.

Reporting

The Chairperson will report to Council on behalf of the committee.

5.7.3 Research

Function

The Committee is responsible for the initiation of, promotion of, facilitation of and training programmes in research into health and disease related to the broad field of gastroenterology, hepatology and related disorders.

Specifically it will:

- Develop, assess, allocate and generally manage the research fellowships, scholarships and other forms of financial support related to research, such as travel awards, provided by GESA.
- Facilitate research in the broad field especially in areas where the strength of the society adds dimensions not achievable in other ways, eg multi-centre studies.
- Support training in research.
- Ensure an understanding of the importance of research within the society.
- Ensure an appropriate recognition of research advances within the society.
- Take on the responsibility for the development of new awards to enhance research activities.
- Establish a process for identification of key health outcomes in digestive sciences that are not being adequately dealt with and that would be improved by initiation of additional research.

Membership

- Chairperson,
- Deputy Chairperson(s),
- Representative from each Association; and

-
- Other members to encompass the appropriate expertise and (who need not necessarily be a member of the Society), including at least one biomedical scientist and one person with epidemiological or public health expertise.

Selection

Council will appoint the Chair from within the elected members. If there is no suitable candidate a member will be co-opted to fill the position.

The Chairperson will nominate other members.

A list of members must be presented to Council each year.

Term of Office

Members of the committee shall hold office for two years and shall be eligible for, but not entitled to, reappointment at the end of the term in office in accordance with article 5.1.

Financial

Council will endorse the financial assistance available to the committee for the coming year.

Reporting

The Chairperson will report to Council on behalf of the Committee.

5.7.4 Professional & Regulatory Affairs

Function

The Professional & Regulatory Affairs Committee is responsible to Council for coordinating the Society's comments and responses on clinical practice in the specialty.

Membership

- Chairperson: Councillor.
- Other members to be appointed by Council in consultation with the Chairperson.

5.7.5 Scientific Program Committee

Function

To be responsible for the organisation of the Society's major Scientific Meetings.

Membership

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- Chairperson: Councillor
 - Deputy Chair
 - Workshop Convenors for next AGW; and
 - The Meeting Organiser for current meetings (2yrs out).
 - Representatives from each Association (not represented by the above).

Selection

- Council will appoint the Chair from within the elected Council.
- The chairperson will recommend the Deputy Chair and Meeting Organiser for each meeting.
- Associations will nominate Workshop Convenors.

A list of members must be presented to Council each year.

Term of Office

Members of the committee shall hold office for two years and shall be eligible for, but not entitled to, re-appointment at the end of their term in office in accordance with article 5.1.

Financial

A budget for each scientific meeting must be developed in consultation with the Finance Committee at least 18 months prior to the event.

Reporting

The Chairperson will report to Council on behalf of the Committee.

5.7.6 Ad hoc Committees and Working Parties

Council will seek the appropriate expertise from within the membership to serve on ad hoc committees or working parties as required.

Council will lay down the brief for the activity when seeking representation.

6 Establishment of Divisions

6.1 Associations

To be considered for recognition as an Association of the Society, the nominated Association must be:

- A health discipline associated with the prevention and/or treatment of gastrointestinal or liver disease, or another professional or scientific discipline associated with gastroenterology;

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- It is, or may become, recognised as an arbiter of professional standards within its discipline; and
 - Council is satisfied that it has, or will have, substantial support; that is at least 20% of the membership of the Society interested in joining the Association;
 - Entitlements will include a seat on Council, an allocation in the budget to hold meetings and the right to hold a workshop during AGW.

6.2 Special Interest Groups (SIG)

Council may approve the development of a SIG composed of members of the Society with an interest, or expertise, in a sub-specialty not covered by the current Associations. No allocation of funding or administrative support is available to SIG's. An allocation will be made in each annual budget to permit teleconference meetings.

Objectives

- To provide a forum for members with an interest, or expertise, in a sub-specialty; and
- To work to improve research, teaching and clinical practice in the relevant sub-specialty.

Composition

- Membership of the SIG is constituted by the self-nomination of members of the Society.

Committee

- Generally an organising committee of at least three (3) interested members will be convened. A current Councillor of the Society must sit on this committee to ensure a reporting line to Council.

Powers

The SIG may participate in the following:

- Education and research activities of the Society by providing representation, if requested, on the relevant committees/
- Organise and participate in AGW activities.
- Provide expertise to Council to enable the liaison with Government or other bodies.

Funding

- There will be no additional fee to become a member of a SIG.

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- No funding may be sought from any source without Council endorsement.

Reporting

- The relevant Councillor will report on the activities of the SIG at each Council meeting.
- The Chairperson will provide an annual written report for inclusion in the Annual Report.

6.3 Affiliated Groups

Other Organisations within the area of gastroenterology or hepatology may apply for affiliated status.

Members of affiliated groups are not members of the Society and hold no privileges of membership.

Council, at its discretion, may invite a representative of an Affiliated Group to attend a Council or other meeting as an observer.

Organisations wishing to apply for affiliate status must:

- Be an Incorporated Company or Association;
- Be willing to have a clause inserted into their constitution absolving GESA of any liability; and
- Understand that all joint activities will be cost neutral to each organisation.

7 Joint Activities

Any joint activity e.g. within AGW, Education or Research requires Council approval and a Memorandum of Understanding (MOU) between the Parties involved must be drawn up.

The MOU must clarify all financial aspects of the agreement and state who holds the right to any Intellectual Property or other material developed during the joint activity.

8 Distribution of the Membership List

- The membership list will not be issued to any person or organisation.
- All enquiries regarding the use of the list must be made in writing to the CEO and referred to the Executive.

9 Distribution of Advertising Material

Material must be relevant to Society members' e.g.

- Job vacancies (no commercial gain)
- Seminars/workshops (relevant to the specialty),

Contact details will be included in the calendar of events and printed in the newsletter free.

Distribution of registration brochures will incur a cost of \$500 if it can be included in routine mailings;

If the mailings incur additional costs e.g. additional postage etc. this cost will be additional to the \$500.

- Special mailings may be arranged providing:
 - The material is considered suitable (sample must be submitted); and
 - Fees covering the following have been paid;
 - Handling
 - Stationery
 - Postage

Fees will be set each year by the CEO to cover all costs.

In borderline cases the request will be referred to the Executive Committee.

10 Distinguished Service Medal

10.1 Intention of Award

To recognise a member of the Society who has made a distinguished contribution to activities of the Society.

10.2 Nature of Award

A medal embossed with the recipient's name and the name of the Award.

10.3 Criteria for Judging of Candidate

Recipients shall be judged according to the following criteria:

Contribution to the Society's work in the following areas:

- Internal Society organisation;
- Representation of Society matters to Government, regulatory authorities, other societies and organisations within and outside Australia;

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- Contribution to Research Institute and DHF activities;
 - Organisation of scientific meetings of the Society; and
 - Training Program supervised by the Society.

And as a secondary component, the individual's contribution to the advancement of Gastroenterology in Australia.

The Award is not given primarily for achievement in research.

10.4 Mechanism of Selection

The Council of the Society shall select the Award holder by the following process:

- At the last Council meeting of the year the Honorary Secretary shall remind Council members that nominations are due for this award.
- Following the above Council meeting, the Honorary Secretary shall write to Councillors seeking written nominations for the Award, enclosing the current guidelines for the Award. These nominations must be received in time for circulation with the Council agenda papers for the next Council meeting.
- Nominations shall include a statement of the contributions of the nominee to the areas relevant to the award itemised above. Nominations should not exceed one side of single spaced typing on A4 paper.
- All Council members shall treat nominations, as strictly confidential. In particular, Councillors who nominate an individual must not inform a potential recipient of his or her nomination.
- Identification of the recipient will be an agenda item at the first Council meeting of the year in which the award is to be made.
- After a brief presentation of each nomination by the nominator, or his or her deputy, Council shall vote. The Award shall be made to the nominee who receives more than 50% of the available votes.
- When there is a field of more than two nominees, if on the first vote one nominee does not attract more than 50% of the total vote of Council, the two nominees who receive the highest number of votes shall be voted on again. In the event of a tied vote, the recipient of the Award shall be determined by lot.

10.5 Presentation of the Medal

The medal shall be presented at the Annual General Meeting. The President shall present a five (5) minute resume of the recipient's career, with emphasis on the contribution made by the recipient to the work of the Society.

11 Entitlements for Invited Speakers to Society Meetings

11.1 International Speaker (Solely Invited To Participate in Meeting)

- Airfares and accommodation to be arranged by the Society Office;
- Return business class airfare (or two economy class airfares to equivalent cost);
- Accommodation for duration of the meeting; and
- Free conference registration.
- A per diem of \$AUD100 per day for duration of meeting.

11.2 International Speaker (Already Visiting Australia for another Purpose)

- Return economy airfare within Australia arranged by the Society Office;
- Accommodation for length of attendance at meeting; and
- Free conference registration for length of attendance at meeting.

11.3 National Speaker (Non-Members outside the Field of Gastroenterology and GI Surgery)

- Return economy class airfare arranged by the Society office;
- Depending on program participation, 1 nights accommodation; and
- Free conference registration for length of attendance at meeting.

11.4 Society Members and others in the field of Gastroenterology and GI Surgery Invited To Speak.

No entitlements - members must register.

12 Media Contacts

12.1 For Matters Relating to AGW

The Chairperson of the SPC will be the media's prime contact, and may delegate to investigators as appropriate.

Investigators must be told to stress to the media that their work is being publicised through AGW. However, members have to accept the inevitability that acknowledgments occasionally get lost.

12.2 For Political Matters Relating to Gastroenterological Practice

The President of the Society, or his/her nominee, shall be the media spokesperson.

12.3 For General Educational and Health Promotion Matters

The media should be invited to make contact through the Society's Media Consultant.

The Chair of the Digestive Health Foundation (DHF) will be the spokesperson (e.g. responding to media queries).

Where the reporter requires detailed expert knowledge, the Chair of the DHF will refer to one of the Society's experts. On each occasion, the reporter must be reminded that the spokesperson speaks on the condition that they are acknowledged as speaking on behalf of the Society.

Relevant Associations will be kept informed and involved if the projects relate directly to them.

For major projects, media spokespeople will be nominated at the time of the press release.

13 Privacy Statements

13.1 General

The Gastroenterological Society of Australia complies with current privacy legislation.

Personal information, as defined by the Act, about Members, Applicants for Membership or individuals submitting an abstract, will only be handled and used in accordance with the National Privacy Principles (NPPs). Such information will be used only for the purposes collected and will not be passed on to a Third Party without the express permission of the individual concerned. Any Third Party with whom information may be shared must have a complying privacy policy and must undertake to use that personal information for the stated purpose only and not for any secondary purpose.

Personal and sensitive information already submitted by this date, or collected after this date, will be regarded as confidential and will be disclosed ONLY under the following conditions:

For Members, applicants for Membership and abstract submitters:

- For the purposes of processing Membership application;
- For purposes of identifying status as Member or Applicant for Membership of GESA;
- For the purposes of processing an abstract submission;
- For purposes of promoting scientific meeting(s), in particular the GESA Annual Scientific Meeting; and
- For any purpose deemed of interest to Members by GESA.

Notes:

- a) It is not possible to become a Member of GESA without providing the personal information requested.

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- b) Not all information relating to an individual is defined as “personal” under the Act. Personal information is that which identifies or reasonably identifies an individual.

Persons who have provided personal information will have access to the Society’s record of their personal information.

Personal information, as defined by the legislation, about Members, Applicants or individuals submitting abstracts may only be provided if the person has authorised GESA to provide it for a purpose covered by the authority given.

GESA requires parties who request personal information to apply in writing; stating the purpose for its use; to declare that it will not be used for any secondary purpose; and that it has a complying privacy policy. If GESA assesses the request as being of value to its Members, it will only meet such requests in respect of those Members who authorise GESA to do so.

Members may revoke authorisation at anytime by requesting the change in writing to the Society. A request for any changes can be made annually in conjunction with the payment of annual subscriptions. Authorisation remains in place for the period covering the subscription year and covers requests during the period that the Member remains an Active Member of GESA.

Members are entitled to check the accuracy of their personal details at any time and update the information to ensure that they are complete, accurate and up-to-date.

13.2 Website

GESA have created a privacy statement for the website in order to demonstrate its firm commitment to your privacy. The following sections disclose the information gathering and dissemination practices that are operating on the Society’s website.

Collecting Information

When you visit the GESA website, we may make a record of your visit and log some or all of the following information for statistical or maintenance purposes:

- Your server or IP address (the name or number which uniquely identifies the computer through which you are connected to the Internet);
- The address of the referring site;
- The date and time of your visit;
- Your top level domain name (eg .org.au. gov.au etc);
- The address of the pages accessed and the documents downloaded; and
- The type of browser you used.

No attempt, however, will be made to identify individual users or their browsing activities, unless required by law, nor will broad demographic information be used for marketing or general contact purposes.

Your e-mail address will only be recorded if you send us a message via any of the contact forms available on the website. It will only be used for the purpose for which you have provided it and it will not be added to a mailing list, nor disclosed without your consent.

Member Forums

The website makes third-party forums available to its users. Please remember that any information that is disclosed in these areas will be available to the member community in which it has been posted. You should exercise caution when deciding to disclose your personal information. Please read the Terms of Use for the forums before you take part in them.

Email Addresses

The Society will only record your e-mail address if you send us a message requesting us to do so for a particular purpose or activity. It will only be used for the purpose for which you have provided it and will not be added to a mailing list unless you request us to do so. The Society will not use your e-mail address for any other purpose, and will not disclose it without your consent.

Third Party Access to Information

Except where specified to the contrary, it is the Society's policy not to sell or pass on any personal information that you may have provided to us unless the Society have your express consent to do so, or where the Society is required by law to do so.

Supplemental Information

The information that you provide is supplemented with information that is received from third parties. The GESA website contains links to other sites. GESA is not responsible for the privacy practices or the content of these websites.

Contacting the Website

If you have any questions about your privacy, the practices of the website, or your dealings with the Website, please use the feedback form provided on the site.

STANDING ORDERS – ASSOCIATIONS

1 Australian Liver Association (ALA)

Objectives

- Provide a forum for members with an interest or expertise in hepatology.
- To work to improve research, teaching and clinical practice in hepatology.
- To participate in AGW by initiating workshops and providing ideas for symposia and lectures.
- To foster training in hepatology through traveling fellowships or other appropriate training opportunities.
- To interact, or be affiliated, with regional and international Associations related to hepatology.

Composition

- Membership of the ALA is constituted by the self-nomination of members of the Society.
- Members may also hold non-voting membership in other Associations.

Committee/Tenure

- There will a Committee consisting of seven (7) members elected by the eligible voting membership of the ALA.
- The Committee will appoint a Chairperson from the seven (7) elected members, and a Deputy Chairperson, who will also be the Chair-Elect.
- The Chairperson will represent the ALA on the Council of the Society and is responsible for the day-to-day business of the Association.
- The Chairperson may call meetings or co-opt members as may be required.
- The term of office for Committee members is two (2) years, with a maximum of three (3) consecutive terms (six (6) years).
- The Chairperson serves for two (2) years with an extension of a further two (2) years if the committee desires (maximum four (4) years).
- Members may re-nominate after a two-year (2) break.

Responsibilities

The committee will conduct the business of the ALA, which includes, but is not limited to:

- Participating in education and research activities of the Society by providing representation on:
 - Scientific Program Committee
 - Digestive Health Foundation
 - Research Institute
 - Liaising with government, professional bodies and patient advocacy groups in order to further the objectives of the ALA.

Financial Arrangements

- There will be no joining or additional fee to become a member of the Association.
- Council will decide on the budget allocation for the Association each year.
- The Association may not seek additional funding from any source without Council endorsement.

Meetings

- The Committee will meet at least three times a year and at least one of these meetings will be face-to-face.
- An Annual General Meeting of the Association will be held during Australian Gastroenterology Week where the Chairperson will report to members on the activities of the Association and the Committee.
- Proceedings of the Committee and meetings of members must be recorded in writing.

Voting

Committee

- The quorum necessary for the transaction of business 50% plus one.
- In the event of a tied vote the Chairperson has a second casting vote.

General Meeting

- The quorum necessary for the transaction of business is five (5) persons eligible to vote attending in person.

Reporting

- The Chairperson will report on the activities of the Association at each Council meeting.
- The Chairperson will provide a written report for inclusion in the Annual Report.

2 Australian Gastrointestinal Endoscopy Association (AGEA)

Objectives

- Provide a forum for members with an interest or expertise in endoscopy.
- To work to improve research, teaching and clinical practice in endoscopy.
- To participate in AGW by initiating workshops and providing ideas for symposia and lectures.
- To foster training in endoscopy through traveling fellowships or other appropriate training opportunities.
- To interact or be affiliated, with regional and international Associations related to endoscopy.

Composition

- Membership of the AGEA is constituted by the self-nomination of members of the Society.
- Members may also hold non-voting membership in other Associations.

Committee/Tenure

- There will a Committee consisting of seven (7) members elected by the eligible voting membership of the AGEA.
- The Committee will appoint a chairperson from the seven elected members, and a deputy chairperson, who will also be the chair-elect.
- The Chairperson will represent the AGEA on the Council of the Society and is responsible for the day-to-day business of the Association.
- The Chairperson may call meetings or co-opt members as may be required.
- The term of office for Committee members is two (2) years, with a maximum of three (3) consecutive terms (six (6) years).
- The Chairperson serves for two (2) years with an extension of a further two (2) years if the committee desires (maximum four (4) years).
- Members may re-nominate after a two-year break.

Responsibilities

- The committee will conduct the business of the AGEA, which includes, but is not limited to:
- Participating in education and research activities of the Society by providing representation on:

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- Scientific Program Committee
 - Digestive Health Foundation
 - Research Institute
 - Liaising with government, professional bodies and patient advocacy groups in order to further the objectives of the AGEA.

Financial Arrangements

- There will be no joining or additional fee to become a member of the Association.
- Council will decide on the budget allocation for the Association.
- The Association may not seek additional funding from any source without Council endorsement.

Meetings

- The Committee will meet at least three times a year and at least one of these meetings will be face-to-face.
- An Annual General Meeting of the Association will be held during Australian Gastroenterology Week where the Chairperson will report to members on the activities of the Association and the Executive Committee.
- Proceedings of the Executive and meetings of members must be recorded in writing.

Voting

Committee

- The quorum necessary for the transaction of business 50% plus one.
- In the event of a tied vote the Chairperson has a second casting vote.

General Meeting

- The quorum necessary for the transaction of business is five (5) persons eligible to vote attending in person.

Reporting

- The Chairperson will report on the activities of the Association at each Council meeting.
- The Chairperson will provide a written report for inclusion in the Annual report.

3 Australian Hepatic Pancreatic & Biliary Association (AHPBA)

Objectives

- Provide a forum for members with an interest or expertise in conditions relating to HPB disease.
- To work to improve research, teaching and clinical practice in HPB disease.
- To participate in AGW by initiating workshops and providing ideas for symposia and lectures.
- To foster training in HPB disease through traveling fellowships or other appropriate training opportunities.
- To interact, or be affiliated, with regional and international Associations connected with HPB disease.

Composition

- Membership of the AHPBA is constituted by the self-nomination of members of the Society;
- Members may also hold non-voting membership in other Associations.

Committee/Tenure

- There will a Committee consisting of seven (7) members elected by the eligible voting membership of the AHPBA.
- The Committee will appoint a Chairperson from the seven elected members, and a Deputy Chairperson who will also be the Chair-Elect.
- The Chairperson will represent the AHPBA on the Council of the Society and is responsible for the day-to-day business of the Association.
- The Chairperson may call meetings or co-opt members as may be required.
- The term of office for Committee members is two (2) years, with a maximum of three (3) consecutive terms (six (6) years).
- The Chairperson serves for two (2) years with an extension of a further two (2) years if the committee desires (maximum four (4) years).
- Members may re-nominate after a two-year break.

Responsibilities

The Committee will conduct the business of the AHPBA, which includes, but is not limited to:

- Participating in education and research activities of the Society by providing representation on:
 - Scientific Program Committee

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- Digestive Health Foundation
 - Research Institute
 - Liaising with government, professional bodies and patient advocacy groups in order to further the objectives of the AHPBA.

Financial Arrangements

- There will be no joining or additional fee to become a member of the Association.
- Council will decide on the budget allocation for the Association each year.
- The Association may not seek additional funding from any source without Council endorsement.

Meetings

- The Committee will meet at least three times a year and at least one of these meetings will be face-to-face.
- An Annual General Meeting of the Association will be held during Australian Gastroenterology Week where the Chairperson will report to members on the activities of the Association and the Executive Committee.
- Proceedings of Committee and meetings of members must be recorded in writing.

Voting

Committee

- The quorum necessary for the transaction of business 50% plus one.
- In the event of a tied vote the Chairperson has a second casting vote.

General Meeting

- The quorum necessary for the transaction of business is five (5) persons eligible to vote attending in person.

Reporting

- The Chairperson will report on the activities of the Association at each Council meeting.
- The Chairperson will provide an annual written report for inclusion in the Annual Report.

APPEALS PROCESS

1 Preamble

The Appeals Committee shall report to Council. It is expected that appeals will only be lodged as a last resort after the Society has exhausted all other avenues of reconsideration by the body making the original decision.

2 Appeals Committee

2.1 The Executive Committee may convene an Appeals Committee, or on its behalf by the Chief Executive Officer, comprising the following:

- Chairperson: Vice President, Past President or another Councillor appointed by the Council.
- Members: Executive member of the RACP or RACS, Non-Medical Representative, two other appropriately qualified senior members of the Society who have previously been office bearers.

2.2 The Appeals Committee will not comprise any individual who has been party to any decisions to which the appeal relates.

2.3 The Chief Executive Officer and the Society's Legal Representative shall be the Secretary and Legal Adviser respectively to the Appeals Committee, but shall not form part of the Committee.

2.4 A quorum for meetings of the Committee will be the Chairperson and two other members. All members of the Committee shall be entitled to vote on decisions. Decisions will be made on the basis of a majority vote. In the event of an equality of votes, the Chairperson may exercise a casting vote.

3 Grounds for Appeal

3.1 Any person adversely affected by a decision referred to below, may, within three (3) months of receipt of notice of such decision, apply to the Chief Executive Officer to have the decision reviewed by the Appeals Committee. Such application shall be in writing and accompanied by all relevant information or grounds upon which the person seeks to rely in respect of the review.

3.2 The decisions that may be reviewed by the Appeals Committee are:

- Decisions in relation to applications for admission.
- Decisions of the Honorary Treasurer in relation to the financial status of any member.
- Such other decisions of the Society Council, Committees or Working Parties, as the Council may from time to time determine.

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- 3.3 The Appeals Committee shall only be convened if the Executive Committee is satisfied that the applicant has exhausted all other avenues of reconsideration and review of the relevant decision.

4 An appeal may only be made on one or more of the following grounds

- 4.1 That an error in law or in due process occurred in the formulation of the original decision.
- 4.2 That relevant and significant information was not considered or not properly considered in the making of the original decision.
- 4.3 That the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision.

5 Reconsideration of Decisions

Before convening the Appeals Committee, the Chief Executive Officer may advise an applicant to seek a reconsideration and/or review of the original decision. Such reconsideration and/or review shall not, and does not, constitute an appeal under these rules.

6 Consideration of Appeals

- 6.1 In any appeal, the applicant will have the onus of proof to establish the grounds of the appeal.
- 6.2 At least twenty-one (21) days prior to the convening of the Appeals Committee hearing, the Chief Executive Officer will advise the applicant of:
- 6.2.1 the date time and place of the hearing;
- 6.2.2 the right of the applicant to appear before the Appeals Committee and to seek leave to have legal representation.
- 6.3 An applicant to the Appeals Committee shall have the right to appear and address the Committee in relation to his or her submissions. The applicant may be accompanied by another person but shall not be entitled to have an advocate or be legally represented before the Committee, unless the Committee has given its prior consent.
- 6.4 The Appeals Committee must act according to the rules of natural justice and decide each appeal on its merits. The Committee is not bound by the rules of evidence and, subject to the rules of natural justice, may inform itself on any matter and in such manner as it thinks fit.
- 6.5 The Appeals Committee shall be entitled to consider all relevant information that it thinks fit and may invite any person to appear before it, or to provide information.
- 6.6 The Appeals Committee shall conduct its affairs with as little formality as possible but otherwise, subject to these rules, shall have full power to regulate its conduct and operation.

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- 6.7 Except where otherwise required by law or otherwise determined by the Appeals Committee, a transcript of the hearing of the Committee, and other information provided to the Committee, shall be kept confidential (save that information may be released with the consent of the applicant and a report of the Appeals Committee hearing may be issued by the Committee to the Council and/or published by the Council as the Council thinks fit).
 - 6.8 Minutes of hearings of the Appeals Committee shall be confined to a report of the decision made by the Committee and its recommendations, if any, to Council.
 - 6.9 The Council may require that, before convening an Appeals Committee, the applicant pay a fee of such amount as the Council determines. In the absence of a decision of the Council to the contrary, an applicant shall also be liable for the costs associated with the convening of the Appeals Committee (including travel, accommodation, honoraria, recording costs, etc.). The Appeals Committee may recommend to the Council that some or all of the costs be waived.

7 Decisions of the Appeals Committee

- 7.1 An Appeals Committee may, upon considering all submissions:
 - 7.1.1 confirm the decision, which is the subject of the appeal.
 - 7.1.2 revoke the decision, which is the subject of the appeal.
 - 7.1.3 revoke the decision and/or refer the decision to the relevant Committee for further consideration, upon such terms or conditions that the Appeals Committee may determine.
 - 7.1.4 revoke the decision and/or replace it with such other decision, as it thinks fit.
 - 7.1.5 recommend to Council whether part or all of the costs associated with the Appeals Committee should be waived.