



The Australian Map Circle Inc (AMC) Duty Statements for Officers of the Association

[Approved by AMC Exec, 16 Dec 2005; update for Editorial Board approved 23 Nov 2006]

Summarized from the *Victorian Associations Incorporation Act 1981* (under which the AMC is incorporated), Regulations under the Act, the Model Rules provided in the Regulations, the AMC Statement of Purposes, and the AMC Constitution. The purpose of these Duty Statements is to outline the roles of the various officers of the Association.

These Duty Statements are intended as a general guideline only and are not authoritative. Final reference should be made to The Act, Regulations, Model Rules, AMC Purposes and AMC Constitution.

The AMC National Executive

The AMC National Executive (Executive) comprises the **President**, the **Vice President**, the **Secretary** and the **Business Manager**. The role of the Executive is to conduct the business of the AMC and to represent the members of the AMC in such forums and in such ways as it decides from time to time.

The Executive shall:

1. Meet from time to time as it sees fit to conduct the general business of the AMC
2. Set annual subscriptions and may determine other sources of income
3. Subject to the Constitution, resolve to remove an officer from the Executive
4. Fill casual vacancies on the Executive by co-options of members
5. From time to time the Executive may co-opt members to advise, assist and perform such duties as the Executive may assign to them (for example, Public Officer, Editor, Returning Officer)
6. If the office of Public Officer becomes vacant, appoint a new Public Officer within 14 days
7. Subject to the Constitution, resolve to expel a member from the AMC
8. Subject to the Constitution, resolve to suspend a member from membership of the AMC for a specific period
9. Hold in accordance with the Constitution a General Meeting to consider an appeal to the AMC against expulsion or suspension, after which the resolution shall be confirmed or revoked
10. Deal with applications from Ordinary members to become Emeritus members
11. Deal with nominations for Honorary membership
12. Make available for inspection and copying by any members of the AMC all accounts, books, documents and securities of the AMC, upon receiving a written request
13. Encourage the formation of regional branches of the AMC, such branches to operate under the control and direction of the Executive
14. Determine from time to time when books, documents and securities of the AMC shall be treated as archival records and deposited with the Manuscript Section of the State Library of Victoria for safe-keeping.

The Australian Map Circle Inc. Incorporated Association (Victoria) no. A0034021A. ABN: 19 046 516 617

web: <http://australianmapcircle.org.au>

fax: +61-3-9347 0974

email: John Cain, president@australianmapcircle.org.au

phone: +61-3-8344 8416

postal: The Australian Map Circle Inc, P.O. Box 4206, The University of Melbourne, Vic 3052, AUSTRALIA

The President shall:

1. Preside over all ordinary meetings and General Meetings of the AMC
2. At a General Meeting have a deliberative vote and, in the case of equality of voting, a casting vote.

The Vice President shall:

1. In the absence of the President, preside over all ordinary and General Meetings of the AMC and shall have all the powers and responsibility of the President.

The Secretary shall:

1. Subject to the Constitution, keep and maintain a Register of Members in which shall be entered the name and address of each member
2. Make the Register of Members available for inspection and copying by members on request
3. Ensure the name of the AMC and its registered number and ABN appear in legible characters on all of its notices, advertisements and official publications and all of its business documents
4. Keep minutes of the resolutions and proceedings of each General Meeting
5. Keep minutes of meetings of the Executive
6. Except as provided by the Constitution, be custodian of, or control the whereabouts of, all books, documents and securities of the AMC
7. Except as may from time to time be generally or specifically delegated to other officers, receive and send all correspondence and keep appropriate records of such
8. Subject to the Constitution, notify the Executive of a requirement to hold a General Meeting of the AMC (which must be held within five months after the end of the preceding financial year [currently a calendar year] of the Association)
9. Serve a notice in writing of each General Meeting held in conjunction with an Annual Conference to all Honorary and financial members at least one month prior to such General Meeting
10. Call for nominations, from all Honorary and financial members, for the next Executive prior to the General Meeting held in conjunction with the Annual Conference, and advise all members of nominations after a closing date to be decided by the Executive
11. Make a copy of the Statement of Purposes and the Constitution available for inspection at any reasonable time by a member at the request of that member
12. Subject to the Constitution, circulate promptly to all members any proposal, properly submitted, to alter the Statement of Purposes or the Constitution
13. Subject to the Constitution, serve a notice in writing to a member who the Executive has resolved to suspend or expel
14. Be the custodian of the Common Seal of the AMC.

The Business Manager shall:

1. Collect and receive all monies due to the AMC and make payments authorized by the AMC
2. Maintain adequate and accurate accounting records of the financial transactions of the AMC
3. Have the accounts of the AMC audited after the end of each financial year of the AMC
4. Present a financial statement giving a true and fair view of the financial position of the AMC during and at the end of its last financial year to the Executive prior to its submission to the next General Meeting held in conjunction with the Annual Conference.

The Public Officer

The Executive will appoint the Public Officer from time to time. If the office of Public Officer becomes vacant the Executive will appoint a new Public Officer within 14 days. The Public Officer shall:

[The following is verbatim from *Fact Sheet 7 Associations*, September 2004, Consumer Affairs Victoria]

1. Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required. [Section 28]

2. Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required. [Section 13A(2)]
3. Within one month after the annual general meeting, lodge with the Registrar an *Annual Statement by Public Officer* and other required financial documents with the prescribed fee. [Section 30(4)]
4. Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required. [Section 16(4)]
5. Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An *Application for Alteration of Rules or Purpose* must be lodged with the prescribed fee. [Section 22(3)]
6. Apply to the Registrar for approval of a change of name within one month after passing a special resolution to change the association's name. An *Application for Change of Association Name* must be lodged with the prescribed fee. [Section 13]
7. Notify the Registrar of special resolution relating to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A *Notice of Special Resolution for Distribution of Assetson Voluntary Winding Up* must be lodged with the prescribed fee. [Section 33A(6)].

The Returning Officer

The AMC National Executive will appoint the Returning Officer from time to time as necessary. The Returning Officer may not be a candidate for election in any vote conducted by her/him. The conduct of elections will be in the hands of the Returning Officer.

The Globe Editorial Board [updated: approved AMC Exec 23 Nov 2006]

The AMC Executive shall from time to time appoint a person or persons to *The Globe* Editorial Board and may resolve to remove an Editor. The role of the Editorial Board is to publish *The Globe*, journal of the Australian Map Circle. The Editorial Board shall:

1. Publish *The Globe* according to the approved publishing plan and distribute it to members
2. Submit *The Globe* accounts for payment by the Executive
3. Keep the Executive apprised of projected costs associated with publication of *The Globe*
4. Decide on the scope and form of publication of *The Globe* and advise authors on these (notes for authors)
5. Invite authors to submit papers, reviews and reports for possible publication in *The Globe*
6. Decide which submitted items are Articles (peer-reviewed) and which are Reports (not peer-reviewed) and arrange for Articles to be peer-reviewed
7. At their discretion, accept or reject papers, articles, reviews and reports for publication in *The Globe*; the final decision to publish or reject a paper rests with the Editorial Board
8. Arrange for the printing and electronic publication (if any) of each issue of *The Globe*

Newsletter Editor

The Executive shall from time to time appoint a person to be *Newsletter* Editor, who shall:

1. Publish the AMC *Newsletter* two to four times per year and distribute it to members
2. Submit *Newsletter* accounts for payment by the Executive
3. Keep the Executive apprised of projected costs associated with publication of the *Newsletter*

AMC Website Maintainer

The Executive shall from time to time appoint a person to maintain the website, who shall:

1. Maintain the website of the AMC, <http://australianmapcircle.org.au>
2. Submit website accounts for payment by the Executive
3. Keep the Executive apprised of projected costs associated with publication of the website.