



## **The Constitution of the Australian Association of Islamic and Muslim Studies (AAIMS)**

### **Name**

The name of the Association is “Australian Association of Islamic and Muslim Studies” (“The Association”).

### **Aims**

The association aims to build Australia into a hub of excellence in studies of Islam and Muslim societies.

### **Scope**

AAIMS is a leading academic Australian association for scholars dedicated to creating and disseminating knowledge about Islamic and Muslim societies. AAIMS is an interdisciplinary association to promote national and international collaboration. By fostering a network of academics based at Australian universities, AAIMS will generate opportunities for scholarly joint research across disciplines and institutions, as well as a wide dissemination of research output by its members.

### **Membership**

Any individual with an Australian academic affiliation (university higher degree research student, staff member, academic honorary fellow) is eligible for membership.

Other interested individuals who do not meet the requirements of full membership may join as Associate Member.

Executive will review new memberships once a month and approve new memberships. The Executive reserve the right to reject memberships where it is considered that the member will undermine the aims of the Association.

Individuals whose membership is rejected will be notified in writing and by email. Their fees will be refunded in full.

Members must not claim to speak on behalf of The Association without the express written permission of the Executive. A failure to abide by this may result in immediate termination of membership.

### **Subscription Fees**

The annual subscription fee is determined by the Executive Committee. It is payable within one month of the member receiving written notification that the fee is due. If the Executive Committee proposes a subscription fee increase that exceeds the change in the Consumer Price Index, that increase must be approved at the Annual General Meeting. Members are to be advised of changes to the annual subscription in writing.

### **Termination of Membership**

A person ceases to be a member if:

- (a) The Secretary receives a written letter of resignation;

- (b) The Executive Committee decides to terminate that person's membership on the basis of their failure to pay an outstanding amount, including (but not limited to) the annual subscription fee, within four weeks of the member being advised in writing that the amount is overdue.
- (c) The Executive, at general or specially convened meeting determine, by majority vote, that the member has brought the organization into disrepute and damaged its public reputation as a professional association. If the member is terminated, the remainder of their fees for the year of membership will be refunded.

### **Executive Committee**

The Association shall have a Senior Executive Committee, with full voting rights, comprising the following positions:

- President
- Vice President
- Secretary
- Treasurer
- 2 Executive Committee Members

More broadly, the work of the Executive will be supported by non-voting portfolio leaders in the following areas:

- Postgraduate Portfolio Leader
- Media and Communications Portfolio Leader
- Women in Islamic and Muslim Studies Portfolio Leader
- Ordinary Member
- Immediate Past President

The Executive reserve the right to create new portfolios to meet the strategic needs of The Association as necessary. No more than eight portfolios will exist at any one time.

### **Executive Committee Voting**

All Executive Committee Members, with the exception of the Immediate Past President, shall have voting rights at Executive Committee Meetings. In the event of a tie in voting, the President's vote shall be worth two votes and shall prevail.

### **Executive Committee Terms of Office**

The term of office for members of the Executive Committee shall be two years. No member of office may serve more than two consecutive terms in one position.

### **Elections**

Elections shall be conducted every two years through an online platform. Two External Returning Officers shall be appointed to check and announce the results.

### **Nominations**

Nominations for positions shall be forwarded to the Secretary no later than two months prior to the due date of the election. Nominations shall consist of a photograph, a two-paragraph statement of background and intent, and be endorsed by two members of the Association. These will be published on the AAIMS website.

In the event no nominations are received, the Executive Committee may select a willing candidate to undertake the position for the full term.

Associate members may not take part in nomination and elections.

### **Advisory Board**

An advisory board of senior Professors will be formed by invitation of the Senior Executive of AAIMS. Members may forward suggestions to the Secretary, however the decision to extend an invitation remains at the discretion of the Senior Executive. Membership of the Advisory Board is for a period of 5 years and may be renewed.

### **Executive Procedure**

Except for matters prescribed in these Rules, the Executive Committee may determine its own procedure.

### **Intellectual Property**

The Association's website, including its contents and the intellectual property contained therein, as well as all published conference proceedings, shall remain the property of the Association.

### **Finance**

The Treasurer of the Association shall maintain accounts showing the income and expenditure of the Association, and shall present an audited statement at the Annual General Meeting.

### **Assets and Income**

The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

### **Amendment of the Constitution**

The Constitution of the Association shall not be amended except in accordance with the Associations Incorporation Reform Act 2012 and subject to the following procedure:

Any proposed amendment shall be:

- a) proposed by the Council; or
- b) supported by a written statement to that effect and signed by one third (33%) of members.

The special resolution required to be adopted to effect the amendments shall be carried by an electronic ballot of all members.

### **Notices**

A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his/her address shown in the Register of Members or by electronic communication.

Where a document is properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

**Winding Up or Cancellation**

In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

**Indemnity of Executive Members**

No member of the Executive Committee shall be held personally liable for the financial affairs of the Association.

**Custody of Records**

Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association. The Council may authorise from time to time the deposit of such materials in an appropriate archival repository.

**Privacy**

The Secretary shall retain sole access to members' personal information. All members' information shall be stored securely at the Institute for Religion, Politics and Society at the Australian Catholic University, Level 6, 215 Spring St Melbourne VIC 3000. This address will change with the appointment of a new Secretary to their Institutional address.

**Funds**

The funds of the Association shall be derived from entrance fees, annual subscription fees, donations and such other sources as the Council may determine.