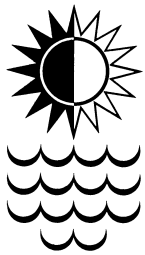


CONSUMER AFFAIRS VICTORIA

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

RULES

For



**THE AUSTRALASIAN
SOCIETY FOR
CLASSICAL STUDIES**

CONTENTS

1.	Name	3
2.	Purpose	3
3.	Definitions	3
4.	Alteration of the Rules	4
5.	Membership and Subscription	4
6.	Register of Members	5
7.	Ceasing Membership	5
8.	Discipline, Suspension and Expulsion of Members	5
9.	Disputes and Mediation	7
10.	Annual General Meetings	8
11.	Special General Meetings	9
12.	Special Business	10
13.	Notice of General Meetings	10
14.	Quorum at General Meetings	10
15.	Presiding at General Meetings	11
16.	Adjournment of Meetings	11
17.	Voting at General Meetings	11
18.	Poll at General Meetings	12
19.	Manner of determining whether resolution has been carried	12
20.	Proxies	12
21.	Executive Committee	13
22.	Officer Holders	13
23.	Election of officers and University Representatives	14
24.	Vacancies	15
25.	Meetings of the Committee	15
26.	Notice of Committee Meetings	15
27.	Quorum for Committee Meetings	15
28.	Presiding at Committee Meetings	16
29.	Voting at Committee Meetings	16
30.	Removal of Committee Member	16
31.	Minutes of Meetings	17
32.	Funds	17
33.	Seal	17
34.	Notice to Members	17
35.	Winding up	18
36.	Custody and Inspection of Books and Records	18
Appendix 1:	Application for Membership	19
Appendix 2:	Form of Appointment of Proxy for Meeting of the Australasian Society for Classical Studies Inc. Convened Under Rule 8 (7)	20
Appendix 3:	Form of Appointment of Proxy for Meeting of the Australasian Society for Classical Studies Inc.	20
Appendix 4:	Schedule of Fees for the Australian Society for Classical Studies Inc.	21

**CONSTITUTION AND RULES FOR
THE AUSTRALASIAN SOCIETY FOR CLASSICAL STUDIES
AS AN INCORPORATED ASSOCIATION**

1. Name

The name of the incorporated Society is “The Australasian Society for Classical Studies” (in these Rules called “the Society”).

2. Purpose

The aim of the Society is the advancement of the study of ancient Greece and Rome and related fields.

3. Definitions

(1) In these Rules, unless the contrary intention appears—

Committee means the Executive Committee of the Society;

financial year means the year ending on 31 December;

general meeting means a general meeting of members convened in accordance with Rule 13;

member means a member of the Society;

pre-existing entity means the unincorporated body known as The Australasian Society for Classical Studies in the form in which it existed prior to the incorporation date;

regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Associations Incorporation Act 1981**;

university means a university or other tertiary educational institution recognised by the Committee as fulfilling the aims of the Society;

writing is taken to include forms of electronic communication.

(2) In these Rules, a reference to the Secretary of the Society is a reference –

(a) if a person holds office under these Rules as Secretary of the Society – to that person; and

(b) in any other case, to the Public Officer of the Society.

4. Alteration of the Rules

These Rules and the statement of purposes of the Society must not be altered except in accordance with the Act.

5. Membership and Subscription

- (1) Membership of the Society shall be open to
 - (a) all present and past members of staffs of universities in Australia and New Zealand who are or have been engaged in teaching or research in the languages, literature, history, thought and archaeology of the ancient world;
 - (b) postgraduate students of universities in Australia and New Zealand who are engaged in research in the languages, literature, history, thought and archaeology of the ancient world; and
 - (c) any other interested persons.
- (2) A person who was a financial member of the pre-existing entity automatically becomes a member of the incorporated body on the date of incorporation.
- (3) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Society on payment of the annual subscription payable under these Rules.
- (4) An application of a person for membership of the Society must –
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Society.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee or to the member delegated to give approvals.
- (6) The Committee or the delegated member must determine whether to approve or reject the application.
- (7) If the application for membership is approved, the Secretary must, as soon as practicable –
 - (a) notify the applicant in writing of the approval of membership; and
 - (b) request payment within one month after notice is sent of the sum payable under these Rules as the first year's annual subscription.
- (8) The Secretary must, within one month after receipt of the amounts referred to in SubRule (7), enter the applicant's name in the register of members.
- (9) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.

- (10) If an application is rejected, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (11) A right, privilege, or obligation of a person by reason of membership of the Society –
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 January in each year.

6. Register of Members

- (1) The Secretary must keep and maintain a register of members containing –
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request and reasonable notice to the Secretary.

7. Ceasing Membership

- (1) A member of the Society who wishes to resign from the Society may do so by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in SubRule (1) –
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.
- (3) A member who fails to pay any monies owing to the Society within twelve months of the date such monies are due shall cease to be a member.
- (4) The provisions of Rule (8) shall not apply to any person who ceases to be a member as provided in this Rule.

8. Discipline, Suspension and Expulsion of Members

- (1) Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Society, the Committee may by resolution –

- (a) suspend that member from membership of the Society for a specified period; or
 - (b) expel that member from the Society.
- (2) A resolution of the Committee under SubRule (1) does not take effect unless –
 - (a) at a meeting held in accordance with SubRule (3), the Committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Society under this Rule, the Society confirms the resolution in accordance with this Rule.
- (3) A meeting of the Committee to confirm or revoke a resolution passed under SubRule (1) must be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after notice has been given to the member in accordance with SubRule (4). The form of the meeting may be either personal attendance or an email consultation.
- (4) For the purposes of giving notice in accordance with SubRule (3), the Secretary must, as soon as practicable after a resolution is passed under SubRule (1), cause to be given to the member a written or emailed notice –
 - (a) setting out the resolution of the Committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following –
 - (i) attend that meeting;
 - (ii) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than forty-eight (48) hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Society in general meeting against the resolution.
- (5) At a meeting of the Committee to confirm or revoke a resolution passed under SubRule (1), the Committee must –

- (a) give the member, or his or her representative, an opportunity to be heard;
and
 - (b) give due consideration to any written statement submitted by the member;
and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Society in general meeting against the resolution.
- (7) If the Secretary receives a notice under SubRule (6), he or she must notify the Committee and the Committee must convene a general meeting of the Society to be held within thirty (30) days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Society convened under SubRule (7) –
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

9. Disputes and Mediation

- (1) The grievance procedure set out in this Rule applies to disputes under these Rules between –
- (a) a member and another member; or
 - (b) a member and the Society.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within fourteen (14) days, hold a meeting in the presence of a mediator.
- (4) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Society; or
 - (ii) in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Society can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If either of the parties fails to participate in the mediation or if the mediation process otherwise does not result in the dispute being resolved, either party may seek to resolve the dispute in accordance with the Act or otherwise at law.

10. Annual General Meetings

- (1) The Committee may determine the date, time and place of the annual general meeting of the Society.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be –
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

- (b) to receive from the Committee reports on the transactions of the Society during the last preceding financial year; and
 - (c) to announce the election of officers of the Society; and
 - (d) to receive and consider the statement submitted by the Society in accordance with Section 30 (3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

11. Special General Meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Committee may, whenever it thinks fit, convene a special general meeting of the Society.
- (4) If, but for this SubRule, more than eighteen (18) months would elapse between annual general meetings, the Committee must convene a special general meeting before the expiration of that period.
- (5) The Committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Society.
- (6) The request for a special general meeting must –
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent in writing to the Secretary.
- (7) If the Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than three (3) months after that date.
- (8) If a special general meeting is convened by members in accordance with this Rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Society to the persons incurring the expenses.

12. Special Business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Rules as ordinary business of the annual general meeting, is deemed to be special business.

13. Notice of General Meetings

- (1) The Secretary of the Society, at least two (2) months, or if a special resolution has been proposed at least thirty (30) days, before the date fixed for holding a general meeting of the Society, must cause to be sent to each member of the Society, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent –
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) by electronic transmission to the email address supplied by the member; or
 - (c) by facsimile transmission by prior arrangement between the member and the Secretary.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a general meeting may notify that business in writing, or by electronic transmission, to the Secretary, who must include that business in the notice calling the next general meeting.

14. Quorum at General Meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) The quorum for a General Meeting of the Society shall be *either* one fifth of the financial members at the time *or* sixty financial members, whichever is the fewer.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present –
 - (i) in the case of a meeting convened upon the request of members – the meeting must be dissolved; and

- (ii) in any other case the meeting shall stand adjourned to the same day in the next week at the same time and place (unless another time or place is specified by the Chairperson at the time of the adjournment or by written or electronic notice to members given before the day to which the meeting is adjourned).
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 30) shall be a quorum.

15. Presiding at General Meetings

- (1) The President, or in the President's absence, a Vice-President, shall preside as Chairperson at each general meeting of the Society.
- (2) If the President and a Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

16. Adjournment of Meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting which was adjourned.
- (3) If a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting must be given in accordance with Rule 13.
- (4) Except as provided in SubRule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

17. Voting at General Meetings

- (1) Questions arising at a general meeting shall be decided by a show of hands unless a poll is demanded as provided in Rule 18.
- (2) Upon any question arising at a general meeting of the Society, a member has one vote only.
- (3) All votes must be given personally or by proxy.
- (4) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

- (5) A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the Society have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. Poll at General Meetings

- (1) If at a meeting a poll on any question is demanded by not less than five (5) members present and voting, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

19. Manner of determining whether a resolution has been carried

If a question arising at a general meeting of the Society is determined on a show of hands –

- (a) a declaration by the Chairperson that a resolution has been –
- (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Society –
is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

20. Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than forty-eight (48) hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be –
- (a) for a meeting of the Society convened under Rule 8 (7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

21. Executive Committee

- (1) The affairs of the Society shall be managed by the Committee.
- (2) The Committee –
 - (a) shall control and manage the business and affairs of the Society; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Society; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential or desirable for the proper management of the business and affairs of the Society.
- (3) Subject to Section 23 of the Act, the Committee shall consist of –
 - (a) the officers of the Society (with the exception of the representative on the Council of the Australian Archaeological Institute at Athens); and
 - (b) one representative from each university, each of whom shall be elected at the annual general meeting of the Society in each year.

22. Office Holders

- (1) The officers of the Society shall be –
 - a) a President;
 - b) Vice-Presidents, of whom there may be up to two;
 - c) a Secretary;
 - d) a Treasurer, who shall generally also be the Public Officer of the Society;
 - e) an Assistant Treasurer;
 - f) a Membership Secretary to manage the list of members of the Society;
 - g) two Editors of the Society's journal;
 - h) a Publications Manager to oversee the publication and distribution of Society publications;
 - i) a Website Manager;
 - j) one Postgraduate Representative for Australian universities, and one Postgraduate Representative for New Zealand universities;
 - k) a representative on the Council of the Australian Archaeological Institute at Athens;
 - l) a representative on the Executive of the Australasian Women in Ancient World Studies;
 - m) a NESAs representative;
 - n) one representative from each university.

- (2) The provisions of Rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in SubRule (1).
- (3) Each officer of the Society shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election, with the exception of the President as explained in SubRule (4).
- (4) The President shall be eligible for re-election to office but only for a maximum of three annual general meetings.
- (5) In the event of a casual vacancy in any office referred to in SubRule (1), the Committee may appoint one of its members or a replacement from the members of the Society to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment. Such appointee may be a member who also holds another office.

23. Election of Officers and University Representatives

- (1) Candidates for election as officers of the Society or as university representatives must be financial members of the Society.
- (2) Nominations of candidates for election as officers of the Society must be –
 - (a) called for in writing at least one (1) month in advance of a proposed annual general meeting;
 - (b) made in writing, signed by two members of the Society (as nominator and seconder) and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (c) delivered to the Secretary of the Society not less than seven (7) days before the date fixed for the holding of the annual general meeting.
- (3) A candidate may only be nominated for one office, or as a university representative on the Committee, prior to the annual general meeting.
- (4) If only one nomination is received for an office, the candidate nominated for that office shall be deemed to be elected. If there are no nominations for an office, then nominations may be received at the annual general meeting.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (6) If there is more than one nomination for a particular office, a ballot must be held.

- (7) The ballot for the election of officers and university representatives on the Committee must be conducted in a fair, inclusive, and transparent manner in advance of the AGM, in such manner as the Committee may direct. Election procedures are to be laid out clearly in the call for nominations.

24. Vacancies

The office of an officer of the Society, or of a university representative on the Committee, becomes vacant if the officer or member –

- (a) ceases to be a member of the Society; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

25. Meetings of the Committee

- (1) The Committee must meet at least three (3) times in each year at such place and such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the President or by any four (4) members of the Committee by notice in writing to the Secretary.
- (3) Such meetings may be conducted by either personal attendance or by email consultation.

26. Notice of Committee Meetings

- (1) Written notice of each Committee meeting must be given to each member of the Committee at least ten (10) business days before the date of the meeting.
- (2) Written notice must be given to members of the Committee of any special meeting within four (4) days of it being requested specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for Committee Meetings

- (1) Any five (5) members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present –
 - (i) in the case of a special meeting – the meeting lapses;

- (ii) in any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Committee may act notwithstanding any vacancy on the Committee.
- (5) Where a meeting is conducted by email each member participating in the online consultation shall be deemed present for the purposes of forming a quorum.

28. Presiding at Committee Meetings

At meetings of the Committee –

- (a) the President or, in the President's absence, a Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. Voting at Committee Meetings

- (1) Questions arising at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. Removal of Committee Member

- (1) The Society in general meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in SubRule (1) may make representations in writing to the Secretary or President of the Society (not exceeding a reasonable length) and may request that the representations be provided to the members of the Society.
- (3) The Secretary or the President may give a copy of the representations to each member of the Society or, if they are not so given, the member may require that they be read out at the meeting.

31. Minutes of Meetings

The Secretary of the Society must keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting, together with a record of the names of persons present at Committee meetings.

32. Funds

- (1) The Treasurer of the Society must –
 - (a) collect and receive all monies due to the Society and make all payments authorised by the Society; and
 - (b) keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee.
- (3) The funds of the Society shall be derived from annual subscriptions, institutional subscriptions to the journal *Antichthon*, donations and such other sources as the Committee determines.
- (4) The Treasurer shall open such bank accounts as shall be approved by a general meeting of the Society or by the Committee.

33. Seal

- (1) The common seal of the Society must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Society.

34. Notices to Members

- (1) Except for the requirement in Rule 13, any notice that is required to be given to a member, by or on behalf of the Society, under these Rules may be given by –
 - (a) delivering the notice to the member personally; or

- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - (c) electronic transmission to the email address supplied by the member; or
 - (d) facsimile transmission, if the member has requested that the notice be given to him or her in this manner.
- (2) (a) Where a notice is delivered personally, it shall be deemed to be given on delivery; or
- (b) where a notice is sent by prepaid post, it shall be deemed to be given three (3) days after posting, where the member resides in Australia, or seven (7) days after posting where the member resides outside Australia; or
 - (c) where a notice is sent by electronic transmission as provided in SubRule (1) (c) of this Rule, the notice shall be deemed to be given on confirmation of the sending of the notice being shown in the sent mail "box" of the sender; or
 - (d) where a notice is sent by facsimile transmission as provided in SubRule (1) (d) of this Rule, the notice shall be deemed to be given on receipt of confirmation of the receipt of the facsimile on the facsimile machine of the sender.

35. Winding up

In the event of the winding up or the cancellation of the incorporation of the Society, the assets of the Society must be disposed of in accordance with the provisions of the Act.

36. Custody and Inspection of Books and Records

- (1) Except as otherwise provided in these Rules, the Secretary and the Treasurer must keep in their custody or under their control all books, documents and securities of the Society.
 - (2) All accounts, books, securities and any other relevant documents of the Society must be available for inspection free of charge by any member upon request and with reasonable notice.
-

APPENDIX 1**APPLICATION FOR MEMBERSHIP****THE AUSTRALASIAN SOCIETY FOR CLASSICAL STUDIES**

I, (title/designation) _____ (full name) _____
 (occupation) _____

hereby apply to become a member of The Australasian Society for Classical Studies Incorporated.

In the event of my admission as a member, I agree to be bound by the Rules of the Society for the time being in force.

Signature of Applicant _____ Date _____

CONTACT DETAILS

TITLE/DESIGNATION _____

SURNAME _____ GIVEN NAME(S) _____

AFFILIATION (e.g. University) _____

POSTAL ADDRESS _____

 POSTCODE _____

TELEPHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

Do you wish ASCS communications to be sent to you at this email address? YES NO

You can elect to pay your subscription for one year, or for five years. Please tick the relevant box:

<i>Fee</i>	<i>Amount</i>	<i>Select</i>
Full membership (supermember) – one year	\$130	<input type="checkbox"/>
Full membership (supermember) – five years	\$500	<input type="checkbox"/>
Full membership – one year	\$95	<input type="checkbox"/>
Full membership – five years	\$425	<input type="checkbox"/>
Concessional membership – one year (retirees, unwaged)	\$65	<input type="checkbox"/>
Concessional membership – five years (retirees only)	\$275	<input type="checkbox"/>
PhD Candidates (covers five years of candidature)*	\$200	<input type="checkbox"/>
Masters Candidates (covers three years of candidature)*	\$120	<input type="checkbox"/>
Student membership*	\$44	<input type="checkbox"/>

* All This membership category entitles the member to e-access to the Society's annual journal *Antichthon*.

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR A MEETING OF
THE AUSTRALASIAN SOCIETY FOR CLASSICAL STUDIES
CONVENED UNDER RULE 8 (7)**

I, (title/designation) _____ (full name) _____
of (address) _____

being a member of The Australasian Society for Classical Studies

hereby appoint (title/designation) _____ (full name) _____
of (address) _____

being a member of the Society, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Society convened under Rule 8 (7), to be held on (date of meeting) _____ and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution:
[insert details of resolution passed under Rule 8 (1)]

Signed _____ Date _____

APPENDIX 3

**FORM OF APPOINTMENT OF PROXY FOR A MEETING OF
THE AUSTRALASIAN SOCIETY FOR CLASSICAL STUDIES**

I, (title/designation) _____ (full name) _____
of (address) _____

being a member of The Australasian Society for Classical Studies

hereby appoint (title/designation) _____ (full name) _____
of (address) _____

being a member of the Society, as my proxy to vote for me on my behalf at the *annual/*special general meeting of the Society, to be held on (date of meeting) _____ and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of / *against the following resolution(s): [insert details of resolution(s)]

Signed _____ Date _____

*Delete as applicable

APPENDIX 4**SCHEDULE OF FEES**

<i>Membership category</i>	<i>Fee</i>
Full membership (supermember) – one year	\$130
Full membership (supermember) – five years	\$500
Full membership – one year	\$95
Full membership – five years	\$425
Concessional membership – one year (retirees, unwaged)	\$65
Concessional membership – five years (retirees only)	\$275
PhD Candidates (covers five years of candidature)	\$200
Masters Candidates (covers three years of candidature)	\$120
Student membership	\$44

All membership subscriptions include subscription to the Society's annual journal *Antichthon*. However, PhD Candidate, Masters Candidate, and Student membership categories receive e-access only.