CONSTITUTION

(September 2026 Revision)

NAME

1. The name is the Australasian Study of Parliament Group, hereinafter referred to as the 'ASPG'.

2. For the purposes of this Constitution, 'Australasia' or 'Australasian' includes Australia, its states and territories; New Zealand; and South Pacific nations.

STATUS AND OBJECTIVES

3. The ASPG is a not-for-profit and politically non-partisan organisation and its objectives are the encouragement and promotion of research, writing and teaching about parliamentary institutions in Australasia in order to generate a better understanding of these institutions.

4. To achieve these objectives, the ASPG will conduct activities to:

   (a) Provide a general forum at least once a year for people with an interest in parliament and parliamentary affairs, including academics, staff and Members of Parliament, and the media;

   (b) Maintain a dialogue between people with relevant research interests, including other Study of Parliament Groups;

   (c) Facilitate the exchange of reports or other useful information on the study of parliament for research and teaching purposes;

   (d) Publish a journal at appropriate intervals which will further these aims;

   (e) Inform and educate the general public about parliamentary institutions and legislative processes;

   (f) Encourage appropriate organisations to consider including in their conferences special sections on parliament and related matters;

   (g) Contribute to the process of reform and improvement of parliamentary institutions and legislative processes;

   (h) Provide an avenue for publication of research and other studies, particularly related to parliamentary institutions.

MEMBERSHIP

5. Membership is open to any person with an interest in parliament and parliamentary affairs including Members and staff attached to the national, state and territory parliaments of Australasia, and journalists, academics, teachers and others interested in parliamentary government. A member of any Chapter, having paid the necessary fee as per clause 36, is taken to be a member of the ASPG.

REGISTER OF MEMBERS

6. The Secretary of each Chapter will maintain a Register of Members in that Chapter specifying the name and contact details of each member together with the date on which the person became a member and their financial status.

ANNUAL GENERAL MEETINGS AND GENERAL MEETINGS

7. The ASPG's Annual General Meetings, General Meetings, and Executive Committee Meetings will be chaired by the President or by the Vice President, if the President is unavailable.

8. The Annual General Meeting or a General Meeting of the ASPG will be held in association with the ASPG Annual Conference or at such other time as is decided by the ASPG Office Holders. A quorum will be eleven persons. Remote participation can be counted for the purposes of a quorum.

9. Each Chapter is to provide to the ASPG Secretary, one month before the Annual General Meeting, a report on their membership and activities for the year, a Chapter Treasurer's Financial Report and written assurance that this is a true and accurate record of accounts.

VOTING AND DECISIONS

10. Questions arising at any meeting are to be determined by a majority of the votes of members present at the meeting.

11. Each member present, including the person presiding at the meeting, is entitled to one vote. In the event of an equality of votes on any question, the question will be resolved in the negative.

12. A corporate membership will be entitled to one vote only at any meeting of the ASPG.

13. Questions are to be determined on a show of hands; however, a poll by secret ballot may be called for by the Chair or by at least four members present in person. If a poll is called for at an Annual General Meeting, General Meeting, or Executive Committee Meeting, the poll must be taken.

EXECUTIVE COMMITTEE AND OFFICE HOLDERS

14. An Executive Committee will consist of a President, Vice President, Immediate Past President, Secretary, Treasurer, Editor and two representatives nominated by each Chapter. The Executive Committee will have full responsibility for the conduct of the affairs of the ASPG between its Annual General Meetings subject to decisions made at the Annual General Meetings.

15. The positions of President, Vice President, Secretary and Treasurer constitute the ASPG Office Holders and will be elected at an Annual General Meeting for a period of two years. The Office Holders are the initial decision-making body for the ASPG and will refer their decisions to the Chapters for ratification.

16. Voting will be in accordance with clauses 10 to 13.

17. A Returning Officer will be appointed by the Office Holders.

18. Three months before an Annual General Meeting at which elections will be held, the Returning Officer will call for nominations for the positions of President, Vice President, Secretary and Treasurer by email or like system addressed to the representatives nominated by each Chapter, who will circulate the call for nominations to all members in the Register of Members maintained by that Chapter.

19. Nominations will close six weeks before an Annual General Meeting at which elections will be held, and the Returning Officer will advise the representatives nominated by each Chapter of the candidates for each position. The representatives nominated by each Chapter will advise all members in the Register of Members maintained by that Chapter of the candidates for each position.

20. The quorum of an Executive Committee Meeting will be seven and all members of the Executive Committee may vote. Remote participation can be counted for the purposes of a quorum.

21. The Office Holders may determine that the positions of Secretary and Treasurer may be filled by the same person where administratively appropriate.

22. A casual vacancy on the Executive Committee, including for the Returning Officer, may be filled by the Office Holders for the unexpired portion of the term of the vacated position, and where a Chapter representative, that Chapter will nominate its representative.

23. Chapters may nominate up to two alternative representatives who will perform the duties and have the voting right of a Chapter representative on the Executive Committee during the absence of a representative.

SECRETARY

24. It is the duty of the Secretary to keep minutes of all appointments of Office Holders and members of the Executive Committee, the names of members present at an Executive Committee Meeting, Annual General Meeting, or General Meeting, and all proceedings at these meetings.

25. It is the duty of the Secretary to ensure that minutes of proceedings at a meeting are signed by the Chair of the meeting or by the Chair of the next succeeding meeting.

TREASURER

26. It is the duty of the Treasurer to ensure that all money due to the ASPG is collected and received and that all payments authorised by the ASPG be made.

27. It is the duty of the Treasurer to ensure that correct books and accounts are kept showing the financial affairs of the ASPG, including details of all receipts and expenditure connected with the activities of the ASPG.

28. It is the duty of the Treasurer to ensure all returns required by law are lodged on time and the ASPG's financial statements are appropriately audited before each Annual General Meeting.

AUDITOR

29. An Auditor will be appointed by the Treasurer or the Office Holders and will provide a report to the Annual General Meeting.

PATRON

30. The Executive Committee may recommend a Patron for the ASPG. Any recommendation must be ratified at an Annual General Meeting.

CHAPTERS

31. Each State and Territory of Australia, and New Zealand, will constitute a Chapter of the ASPG. Each Chapter will have its own constitution and executive. The Chapters' main role is to promote the objectives of the ASPG through holding their own Chapter-led events with a view to growing the membership base of their Chapter. Chapters are responsible for maintaining Registers of Members and accounts. Chapters will be responsible for determining how their accounts will be audited. Each Chapter will produce for its membership a Treasurer's Financial Report at least once a year, or to be made available on request.

32. As part of the annual Chapter Report, Chapters must provide written assurance that they have a true and accurate record of accounts.

33. Further Chapters may be admitted by resolution of an Annual General Meeting.

ANNUAL CONFERENCE

34. The Annual Conference will rotate each year among the ASPG Chapters.

FINANCES

35. The finances of the ASPG will be devoted to the objectives of the ASPG. Audited accounts will be presented to each Annual General Meeting of the ASPG.

36. Chapters are responsible for the collection of membership fees and can set categories of membership and fees as they see fit, with the proviso that such fees are devoted to advancing the objectives of the ASPG and growing the membership base of their respective Chapter.

37. The Treasurer will determine the annual Chapter fee to be levied to each Chapter on the basis of the ASPG's estimated operating costs for the year. The Chapter fee is payable by each Chapter to the Treasurer no later than 31 August each year. Chapter fees will be retained by the Treasurer to cover all expenses relating to the operations of the ASPG.

38. The annual costs of operating the ASPG will be met from the annual Chapter fees as determined by the Treasurer, and will include:

    (a) The ordinary costs of the Office Holders and Auditor in discharging their duties;

    (b) The cost of providing editorial assistance to the Editor of the *Australasian Parliamentary Review*;

    (c) The registration, travel and accommodation costs of the President to attend the ASPG Annual Conference;

    (d) The registration, travel and accommodation costs of the Editor of the *Australasian Parliamentary Review* to attend the ASPG Annual Conference;

    (e) Maintenance and other costs of the ASPG website; and

    (f) Such other costs as are approved by the Office Holders and identified in the Treasurer's Report to the Annual General Meeting.

NOT FOR PROFIT

39. The income and property of the ASPG will be used and applied solely in promotion of its objects and no portion will be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members of the ASPG.

JOURNAL

40. The ASPG will produce a journal called the *Australasian Parliamentary Review* (APR). All members of the ASPG will be provided with a copy of issues following publication. Issues will also be published on the ASPG's website for general public access.

EDITORIAL COMMITTEE

41. There will be an Editorial Committee consisting of one representative from each Chapter that wishes to nominate a member from its jurisdiction together with invited persons nominated by the Editor and approved by the Executive Committee. The role of the Editorial Committee will be to provide assistance and advice to the Editor as requested by the Editor.

AMENDMENTS

42. The Constitution and rules will be determined and may be altered only by the Annual General Meeting provided that twenty-one days' notice in writing has been provided to each Chapter.

DISSOLUTION AND WINDING UP

43. In the event of the ASPG being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities will be transferred to an organisation with similar purposes within Australasia that is not carried on for the profit or gain of its individual members.