



## **AUSTRALIAN MILITARY MEDICINE ASSOCIATION**

### **PROCEDURAL INSTRUCTION**

#### **PI 1 – MEMBERSHIP AND MANAGEMENT OF REGISTER OF MEMBERS**

This **Procedural Instruction** adopted by  
the Council of the **Australian Military Medicine Association**  
at a meeting held

on the seventeenth day of October 2003

  
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**Secretary**

  
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**President**

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#### **INTRODUCTION**

The Council of the Australian Military Medicine Association (the "Association") is required to maintain the Association membership in accordance with the Association Constitution.

#### **PRINCIPLES**

The Association will maintain an official Register of Members (the "Register"). The Register of Members will be in the form of a hard-backed book. An electronic copy of the Register of Members may be maintained to support the management of the Register.

#### **IMPLEMENTATION**

The Association Secretary is responsible for managing the Register of Members of the Association.

The Association Secretariat is responsible for day-to-day activities associated with the management of the Register of Members.

#### **Categories of Membership**

The Constitution provides for five categories of membership:

- a. Full Members;

- b. Life Members;
- c. Student Members;
- d. Corporate Members; and
- e. Honorary Members.

### Full Members

A Full Member is one who has a suitable tertiary qualification or who has significant standing or experience in the field of Military Medicine. Full Members must apply to the Association for membership.

Council has determined that, consistent with the Constitution, the criteria for Full Membership will include but be not limited to:

- a. degree in medicine;
- b. degree in nursing;
- c. degree in dentistry;
- d. degree in pharmacy;
- e. degree or diploma in a medical or health science or other related field;
- f. qualifications appropriate to allow practice in a field of Allied Health;
- g. service in excess of five years in the Health Branch, Service or Corps of one of the Arms of the Australian Defence Force or the Defence Force of another Nation; or
- h. service in excess of five years in a civil Organisation that provides health care or emergency support in a setting that is operationally similar to military medicine.

The Association Secretary has the discretion to vary these criteria for any individual application, but is to report that variance to Council at its next meeting.

### Life Members

Life Membership is conferred on a member who has rendered outstanding service to the Association. Nominations are sought by Council and confirmed by a two-thirds majority of Members voting at a duly convened Annual General Meeting. The number of Life Members is limited to five, and no more than one Life Member may be elected in any one financial year.

### Associate Members

An Associate Member is one who has a genuine interest in military medicine or any related field, but who is not qualified to join under any other membership category. Associate Members must apply to the Association for Membership and will be

elected to Membership by Council. Associate Members have no voting rights nor may they serve on Council.

### Student Members

A Student Member is one who is undertaking a course of studies that will, when completed, qualify them to be a Full Member. Student Members must apply to the Association for Membership and will be elected to Membership by Council. The charges for all activities of the Association, including Membership Fees and Conference Registration (but not accommodation), for Student Members will be two-thirds the rates set for Full Members.

### Corporate Members

A Corporate Member is a corporate organisation that supports the aims of the Association. Corporate Members must apply to the Association for Membership and will be elected to Membership by Council. A Corporate Member may appoint one delegate to attend meetings of the Association as an observer.

### Honorary Members

An Honorary Member is a person who has made a significant and meritorious contribution to military medicine. Honorary Members are elected by, and for a term of Honorary Membership determined by, Council.

## **Procedure for Registration of Members**

Persons seeking membership of the Association must apply for membership by completing an application form and forwarding it to the Secretariat. The first year's annual subscription and entrance fee shall be forwarded with the application.

Within two weeks of receipt of the application, the Secretariat will confer with the Secretary to determine the applicant's eligibility for Membership.

If the applicant has applied for and is eligible for Full Membership, the applicant's name is to be entered in the Register and the applicant so advised.

If the applicant has applied for a category of Memberships that requires election by Council, the Secretariat is to advise the applicant that the application must go before the Council for approval. In such cases, the Secretary is to submit the applicant's name for consideration for Membership at the next Council meeting.

In any case where the Secretary is unsure as to an applicant's suitability for membership the Secretary shall refer the matter to Council at its next meeting.

The Secretariat is to notify the applicant of Council's determination on the Membership application within two weeks of the Council meeting at which it is considered. If Council approves Membership, the applicant's name is to be entered into the Register.

Should the application for Membership be denied, subscription and entrance fees forwarded with the application are to be returned to the applicant within two weeks of such decision being made.

### Life Members

Where vacancies exist for Life Membership, nominations for this category of Membership are to be sought from the Members on two occasions each year:

- a. in the June edition of the Association Journal; and
- b. at the same time as nominations for Council, that is by 30 June of each year.

Council is to consider any nominations for Life Membership at the Council meeting that is held immediately preceding the Annual General Meeting. Council will, at its sole discretion, determine whether the nominee meets the criteria for Life Membership. If Council considers the nominee meets the criteria for Life Membership, the nomination will be put to the Annual General Meeting for election in accordance with the Constitution.

### **Termination of Membership**

Termination of Membership may be by resignation, failure to pay Association fees or expulsion.

#### Resignation

Financial Members may resign from the Association in writing to the Secretary. On the date specified by the Member, that person shall cease to be a Member.

#### Failure to Pay Fees

A Member's whose subscription is in arrears or other monies are owing to the Association for a period greater than six months ceases to be a Member. The Secretariat is to remove the Member's name from the Register.

Council has the discretion to restore membership upon full payment of all monies due to the Association.

#### Expulsion

A Member may be censured, suspended or expelled from the Association. The Constitution specifies the basis and process for undertaking any of these actions.