

# **CONSTITUTION of the ASSOCIATION OF IBERIAN AND LATIN AMERICAN STUDIES OF AUSTRALASIA (AILASA)**

**As amended on 10 July 1999.**

Note: Amendments are indicated in [square brackets].

## **1. NAME**

1.1 There shall be an Association of Iberian and Latin American Studies of Australasia, also to be known by the acronym AILASA.

## **2. ORGANISATION**

2.1 Affiliation will be by individual or institutional membership.

## **3. OBJECTIVES**

3.1 The objectives of AILASA shall be:

3.1.1 to promote research and teaching in Iberian and Latin American Studies in Australasia in general and in member institutions in particular.

3.1.2 to promote the professional development of its members through the production of a Newsletter, the sponsorship and organisation of conferences, seminars, workshops and other mechanisms which encourage mutual learning and intellectual exchange.

3.1.3 to promote public awareness of and interest in the Iberian Peninsula and Latin America within Australasia.

3.1.4 to stimulate and encourage interchange between Australasia and the Iberian Peninsula and Latin America and greater exchange between Latin America and other Pacific Rim countries.

3.1.5 to cooperate with institutions from the public and private sectors in the pursuit of these objectives and to seek and administer resources for this end.

3.1.6 to coordinate and rationalise available resources among member institutions through the interchange of students, teachers and resources, both human and material.

3.1.7 to organise a Biennial conference.

## **4. MEMBERSHIP**

4.1 There are two categories of membership: Full and Associate.

4.1.1 Full Membership can be either individual (including tertiary students) or corporate (e.g. departments, centres, institutes). Full members must be engaged in activities of teaching and/or research.

4.1.2 Associate Membership is open to all those who are engaged in the promotion and/or development of relations with Iberia and Latin America. Associate membership can be either individual or corporate.

4.2 Membership of AILASA shall be dependent upon the payment of a membership fee which shall be payable by January 31 each year.

4.3 The membership fee shall be determined by the Biennial General Meeting in the light of the recommendations of the Coordinating Committee.

4.4 Membership Rights

4.4.1 Full Corporate Member: each full corporate member shall nominate one person who shall enjoy the rights of full membership.

4.4.2 Associate Member: shall enjoy all the rights of a full member except for the right to nominate and or to be nominated for the Coordinating Committee and to vote (see Section 9).

4.4.3 Associate Corporate Member: each associate corporate member shall nominate one person who shall enjoy the same rights as an Associate Member.

## **5. COORDINATING COMMITTEE**

5.1 The affairs of AILASA shall be managed by a Coordinating Committee of three full members from the same State/Region, who will form the Executive Committee, and seven full members to be elected from the remaining States/Regions of Australasia.

[Nominations for] the Coordinating Committee should reflect [the need to achieve], wherever possible, a balance between regional and gender representation, Iberianists and Latin Americanists and between the various areas of specialisation represented by the membership.

[5.1.1 Gender balance in all AILASA structures is AILASA policy.]

5.2 Students who are financial full members of AILASA shall be eligible as such to nominate and be nominated.

5.3 The Executive Committee shall be responsible for the administration of the affairs of AILASA on a day-to-day basis.

5.4 Policy decisions will require the approval of a majority of the Coordinating Committee by voting at a meeting or by postal ballot.

5.5 The Coordinating Committee shall meet as necessary. Routine business may be conducted by phone, fax or e-mail.

5.6 The Coordinating Committee shall have the power to make any regulations to put this Constitution into effect.

5.7 A member of the Coordinating Committee shall cease to be such if:

5.7.1 s/he submits his or her resignation in writing to the Coordinating Committee, in which case the Committee shall inform the next meeting of the Biennial General Meeting.

5.7.2 s/he ceases to be a financial member of AILASA.

5.7.3 in the case of a corporate member, the institution s/he represents ceases to be a financial member of AILASA.

5.7.4 s/he is no longer able to function in a representative capacity (i.e., protracted illness, extended absence from Australasia, etc.).

5.8 The Coordinating Committee shall have the power to fill any vacancy occurring on the Committee between the Biennial General Meetings provided that such action is ratified by the Coordinating Committee.

5.9 The Coordinating Committee shall have the power to appoint from time to time such officers and sub-committees as it deems necessary. The duties of such officers and sub-committees shall be defined by the Committee to whom the afore- said shall be responsible.

## **6. FINANCES**

6.1 The Coordinating Committee shall open one or more accounts in the name of AILASA in which the funds of the Association shall be kept. These funds shall only be appropriated with the approval of the Committee.

6.2 The Treasurer or other member of the Committee so nominated shall keep proper books of account for AILASA and shall prepare such statements of the Association's financial affairs as the Committee directs.

6.3 The financial year of AILASA shall correspond to the calendar year.

6.4 At the close of each financial year the Treasurer or other member nominated by the Committee shall prepare a statement of AILASA's financial affairs and present it to the Coordinating Committee during the calendar year immediately following the end of the financial year.

## **7. BIENNIAL GENERAL MEETING (BGM)**

7.1 There shall be a BGM of AILASA to be held once every two years in order to:

7.1.1 receive a report from the President on the activities of the Association and the Committee since the preceding BGM.

7.1.2 receive a financial statement covering the period since the last BGM.

7.1.3 review membership fees.

7.1.4 conduct such other business as is properly brought before the meeting.

7.2 The Secretary or other member nominated by the Coordinating Committee shall give a minimum of fifteen days written notice of each BGM.

7.3 A General Meeting shall be held within 21 days of the presentation of a written request signed by at least 25% of the full members of AILASA.

## **8. ELECTIONS**

8.1 Elections for positions on the Coordinating Committee shall be conducted by the Returning Officer (RO), appointed by the Coordinating Committee. Only financial full members shall be eligible to nominate and/or be nominated, and to vote.

8.2 Elections shall be held by postal ballot every two years, in the year of the BGM.

8.3 All positions shall be filled by a majority of votes.

8.4 Nominations for the Coordinating Committee shall be called for as follows:

8.4.1 Executive Committee (President, Secretary, Treasurer) - slate of three members, all representing one State/Region.

8.4.2 Seven additional members to be elected from the States/Regions, including one from the State/Region represented by the duly elected Executive Committee.

8.5 Procedure

8.5.1 Nominations shall be called for by the RO in early April in the year of the BGM.

8.5.2 Nominations must be received by the RO by May 1st.

8.5.3 The RO shall compile the list of all valid nominations to be included on the ballot paper and shall send a ballot paper to all full members by 31st May, allowing no more than three weeks for the return of ballot papers.

8.5.4 Members shall be informed of the results of the election at the BGM.

8.5.5 The newly elected Coordinating Committee will assume office immediately after the BGM.

8.5.6 No member shall be elected to the Executive Committee for more than two successive terms of office.

## **9. VOTING**

9.1 The President or his/her representative shall chair the meetings of the Coordinating Committee, the Biennial General Meeting and all Extraordinary General Meetings.

9.2 The following persons shall be eligible to vote:

9.2.1 in meetings of the Coordinating Committee: the duly elected or nominated members of the Committee.

9.2.2 in meetings of the Executive Committee: the duly elected or nominated members of the Committee.

9.2.3 in the Biennial General Meeting and Extraordinary General Meetings: All financial full members or their duly nominated representatives present at the meeting.

9.3 The Chairperson of each meeting shall have a deliberative vote only.

9.4 All matters considered in all meetings of AILASA shall be decided by a simple majority of 50% plus one of those present and eligible to vote.

## **10. QUORUM**

10.1 The quorum for meetings of the Coordinating Committee shall be 50% plus one members of the Committee.

10.2 The quorum for meetings of the Executive Committee shall be 50% plus one members of the Committee.

10.3 The quorum for the Biennial General Meeting and Extraordinary General Meetings shall be a minimum of 30% of the total full membership of AILASA.

## **11. AMENDMENTS TO THIS CONSTITUTION**

11.1 The procedure for amending this Constitution shall be as follows:

11.1.1 the proposed amendments shall be set out in writing in full and sent to members at least 15 days before the Biennial General Meeting or Extraordinary General Meeting at which they are to be discussed.

11.1.2 the amendments shall be approved by at least two-thirds of all full members present at the Meeting at which they are discussed.

## **12. DISSOLUTION OF AILASA**

12.1 AILASA can only be dissolved by resolution at a Biennial General Meeting or Extraordinary General Meeting of full members.

12.2 Upon dissolution all assets of the Association shall be donated to another organisation with objectives similar to those of AILASA.

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**Last updated: 12/8/99. Send comments to:**

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