

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

As amended on 18-July-2022

**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 publication of news, 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 is offered to any individuals engaged in activities of teaching, research, and the promotion and/or development of relations with Iberia and Latin America.

4.1.2 Associate Membership is open to corporate bodies (e.g. departments, centres, institutes) engaged in teaching, research, and the promotion and/or development of relations with Iberia and Latin America. Each Associate Member shall nominate one person who shall enjoy the same rights as a Full Member, except for the right to nominate, or to be nominated for, the Coordinating Committee, and to vote (see Section 9).

4.2 Membership of AILASA shall be dependent upon the payment of an annual membership fee.

4.3 The membership fee shall be determined by the Coordinating Committee and approved at the Biennial General Meeting.

#### **5. COORDINATING COMMITTEE**

5.1 The affairs of AILASA shall be managed by a Coordinating Committee of President, Treasurer and Secretary, who will form the Executive Committee, and up to seven additional full members, including, where possible, the immediate Past President.

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

5.3 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, such decisions will be communicated to all members at the earliest opportunity thereafter.

5.5 The Coordinating Committee shall meet as necessary.

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

5.6.1 they submit their resignation in writing to the Coordinating Committee, in which case the Committee shall inform the next meeting of the Biennial General Meeting.

5.6.2 they cease to be a financial member of AILASA.

5.6.3 they are no longer able to function in a representative capacity (i.e., protracted illness.).

5.7 The Executive Committee shall have the power to fill any vacancy occurring on the Committee between the Biennial General Meetings provided that such decision is unanimous, the action is ratified by the Coordinating Committee, and communicated to members at the earliest opportunity.

5.8 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 aforesaid 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 seven days written notice of each BGM.

7.3 A General Meeting shall be held within 21 days of the presentation of a request supported 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 full members shall be eligible to nominate and/or be nominated, and to vote.

8.2 Elections shall be held by 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).

8.4.2 Up to seven additional members.

8.4.3 The immediate Past President may be nominated to join the Coordinating Committee, without the requirement for election

8.5 Procedure

8.5.1 The Coordinating Committee will nominate at least one member of good standing to act as Returning Officer [RO]. The RO must declare that they have no conflicts of interest with those standing for election.

8.5.2 Nominations must be received by the RO by the due date publicly communicated, and within a reasonable period of time from the Call for Nominations.

8.5.3 The RO shall compile the list of all valid nominations to be included on the ballot paper and shall make the ballot paper available to all full members, allowing a reasonable period of time for the ballot to be considered by members.

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 their 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 full members present at the meeting in person or virtually.

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 two of the three members.

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 7 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, as approved by a majority vote of the general membership.