

# Mathematics Education Research Group of Australasia

## By-Laws of Association

### Part 1 Preliminary

The MERGA By-Laws should be read in conjunction with the MERGA Constitution.

### Part 2 Purpose and Aims of the Association

MERGA provides a range of forums for raising important issues in mathematics education and sharing research findings that speak to how these issues might be effectively addressed. MERGA promotes, shares and disseminates rigorous research in mathematics education across Australasia.

MERGA maintains productive relationships with affiliate organisations who share our interest in mathematics, mathematics education and mathematics education research. Together, we seek ways to influence policy makers to improve both the preparation of teachers of mathematics and mathematics teaching and learning.

The aim of the Association is to promote quality mathematics education at all levels, particularly in Australasia, through:

- 1) Encouraging and promoting quality research in mathematics education;
- 2) Disseminating information on recent mathematics education research and teaching developments;
- 3) Seeking to influence decision makers at all levels to take account of research findings in mathematics education;
- 4) Providing means for members to communicate with each other on matters concerning mathematics education; and
- 5) Maintaining liaison with other organisations with interests in mathematics education or educational research.

### Part 3 Membership

#### 1 Membership and other fees

- 1) The annual membership fee is set for the following types of members:
  - a) **Academics and Educators employed more than 0.5FTE:** Payment before 28<sup>th</sup> of February each year is \$150. After this date, the fee is \$165;
  - b) **Students and members employed less than or equal to 0.5FTE:** Payment before 28<sup>th</sup> of February each year is \$75. After this date, the fee is \$82.50;
  - c) **Retired Members:** Payment before 28<sup>th</sup> of February each year is \$75. After

this date, the fee is \$82.50;

- d) **Residents of developing country:** Payment before 28<sup>th</sup> of February each year is \$75. After this date, the fee is \$82.50;
- 2) There is no membership fee for members awarded Life Membership;
- 3) Continued membership is contingent upon being up to date on membership fees;
- 4) Membership fees shall be assessed annually by the Committee;
- 5) Changes to membership fees require a majority vote at a General Meeting of members;
- 6) Other fees approved by the Committee, e.g., the fees related to Early Career event.

## **Part 4 The Committee**

### **2 Membership of Committee**

A Committee:

- 1) Shall comprise members of the Association whose membership fees are paid in full;
- 2) Shall have at least one member who is a resident of New Zealand;
- 3) Member may hold up to two positions on the Committee.

### **3 Duties of Committee – General**

In accordance with Part 3 Section 13 of the Constitution - *Powers of the Committee*, the Committee shall:

- a) Work with the MERGA community to promote quality research related to the teaching and learning of mathematics;
- b) Owe obligations of good faith, confidentiality and loyalty of service to MERGA;
- c) Review and act, as appropriate, on all Committee activities and recommendations;
- d) Establish administrative policy and procedures for the conduct of all meetings and participate in all meetings and appropriate activities of the Association and its committees;
- e) Appoint members to, and remove them from, standing committees and special committees, establish and dissolve ad-hoc working parties, unless otherwise stated by the By-Laws of the Association;
- f) Ensure that a resident of New South Wales who is 18 years of age or older be appointed as the Association's Public Officer to carry out the duties specified in the Associations Incorporation Act 2009 of New South Wales Part 4 Division 2 and any subsequent amendments thereafter;
- g) Take any appropriate measure and perform all duties with due care and diligence as required to accomplish the objectives of the Association as set out in Part 2 *Purpose and Aims* of these By-Laws;
- h) Represent MERGA at meetings and forums, when needed;

- i) Identify opportunities for using MERGA resources to develop the community;
- j) Regularly review the currency and accuracy of MERGA documentation, including the constitution, policies, procedures, and website content, and By-Laws of the Association in accordance with the procedures set out in Part 8 *Maintenance processes* of these By-Laws;
- k) Approve applications for Life Membership and exercise appropriate sanctions in accordance with the Constitution;
- l) Proceed in appropriate administrative areas not specifically covered by the Constitution or the By-Laws of the Association;
- m) Keep accurate records and review the specific duties of the role within the term.
- n) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- o) Annually report to members estimates of the impact of activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

#### **4 Titles and Duties of Committee Members**

Committee members will have the following titles and duties:

1) President

The President shall:

- a) Provide leadership for the attainment of each of the *Purpose and Aims* of the Association as set out in Part 2 of these By-Laws;
- b) Perform all general duties as in accordance with Part 4 Section 3 of the By-Laws;
- c) Preside over all meetings of the Committee, the annual general and policy meeting;
- d) Have general and active management of the business of the Association;
- e) Have general oversight and direction of all other members of the Committee and see that their duties are performed in accordance with these By-Laws;
- f) Have non-voting ex-officio membership of all standing committees;
- g) Call special meetings of the Committee when needed;
- h) In consultation with the Committee, establish, maintain and regularly review policy and procedures for the award of Life Membership;
- i) Submit position statements on behalf of MERGA's members;
- j) Submit a written report of MERGA's operations for the fiscal year to the Committee and distribute to members at least 48 hours prior to their General Meeting, and from time to time as requested by the Committee;
- k) Promote MERGA, its members and its products wherever possible;
- l) Represent MERGA, or arrange for its representation, with relevant mathematical professional associations, including Australian Association of Mathematics Teachers (AAMT), Australian Mathematical Sciences Institute (AMSI), Science Technology Australia (STA), and to liaise with these bodies about matters of common interest;

- m) Promote professional relationships with other national and international bodies for mathematics and mathematics education.
- n) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- o) Annually report to members estimates of the impact of activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

## 2) Secretary

In addition to duties described under Part 3 Section 16 of the Constitution, the Secretary shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Prepare and circulate an agenda and/or action sheet for all Committee and general meetings of members;
- c) Manage the official correspondence of the Committee. This includes liaising with AAMT to receive MERGA mail when it is sent to the physical address;
- d) Liaise with the President to ensure issues arising from all Committee, general and policy meetings of the Association are discussed and addressed at the relevant subsequent meeting;
- e) Ensure that the business of MERGA is maintained and well-organised
- f) Keep a record of the MERGA organisation. Maintain a shared drive (e.g., Dropbox) of official documents, history and business of MERGA and share with Executive members and the Public Officer.

### The Constitution, By-Laws, Policies and Procedures

- g) Maintain familiarity with the Association's Constitution, By-Laws, Policies and Procedures;
- h) Ensure that all decisions and activities of the Association are consistent with the Constitution, By-Laws, Policies and Procedure;
- i) Annually check for changes to the NSW Fair Trading Act and the regulations to ensure we meet legal obligation;
- j) Ensure a periodic review (a minimum of once per annum) of the Constitution and By-Laws in accordance with Part 8 Clauses 17 and 18 of these By-Laws and report these results at the Policy Meeting;
- k) Liaise with other members of the Committee to maintain a biannual schedule of review of Policies and Procedures of the Association, conducted by the Committee member associated with the policy and procedure. Report the results of these reviews at the Policy Meeting;

### Executive Meetings

- l) Organise meeting for Executive, including venue and food with due consideration of the MERGA Climate Change and Sustainability Responsiveness Policy;
- m) Collate executive reports and disseminate to Executive prior to the meetings;
- n) Prepare agenda and circulate to executive prior to meeting;

Policy Meeting

- o) Advertise Policy Meeting to members, including any agenda items.
- p) Prepare information for the Policy Meeting, including topics for discussion, proposed changes to the constitution, changes made to By-Laws, and the results of any review to policies and procedures;

Annual General Meeting (AGM) (Special General Meetings are similar)

- q) Give members notice of place, date and time of the AGM and the nature of the business being transacted within the period specified by the constitution;
- r) Give notice of elections and calls for nominees (generally circulated with notice of AGM);
- s) Organise the election of officers for the Committee including coordination of nominations;
- t) Publish signed minutes of AGM on MERGA website, along with Treasurer's report, prior to following year's AGM.

3) Treasurer

In addition to duties described under Part 3 Clause 17 of the Constitution, the Treasurer shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Raise and pay invoices for ordinary business obligations as they become due;
- c) Seek approval of the Committee for all other bills in order to maintain financial responsibility;
- d) Make nominations to the Committee for the co-option of members of the Association to handle receipt and payment of limited amounts of money for conferences and publications;
- e) Work with the Committee to prepare a plan of anticipated costs and income for the coming year;
- f) Prepare an annual budget for presentation at the General Meeting;
- g) Arrange for annual auditing of the Association's financial statements and provide a report to the Committee and General Meeting;
- h) Monitor GST and ABN requirements and income tax exemption status;
- i) Oversee claims for collection of Copyright Agency in accordance with publishing agreements;
- j) Present financial report to MERGA executive meetings and report on recent activities;
- k) Liaise with Public Officer and lodge annual summary of financial affairs to Fair Trading NSW;
- l) Receive and report to the Committee and members on audited financial statements from MERGA annual conference;
- m) Complete annual insurance declaration and renewal;
- n) Oversee bursary awards for annual conference;

- o) Provide monthly financial documentations for book-keeper and bank reconciliation;
- p) Manage membership renewals and payments, set up products and events on website;
- q) Manage royalties and copyright payments;
- r) Have custody of the common seal of the Association, copies of all documents to which it has been affixed, and certificates of title to all property owned by the Association;
- s) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- t) Annually report to members estimates of the impact of MERGA activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

#### 4) Vice President (Research)

The Vice President (Research) shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Manage the promotion, selection and awarding of research-related awards.
- c) In consultation with the Committee, maintain and annually review the policies, guidelines and procedures for awards relevant to the portfolio to ensure their currency and record such revisions in their annual report;
- d) Accept and manage nominations or applications for the research awards, including the MERGA Career Medal, Early Career Award and the MERGA Research Award;
- e) Manage nominations for research awards by organising assessment committee meetings with judges nominated to select winners of the research awards;
- f) Organise and oversee a panel of researchers to review Early Bird papers applying for the Early Career Research Award;
- g) Prepare citations, trophies or plaques for relevant research award and life membership recipients and announce/present awards at the annual conference;
- h) Monitor the supply of research award plaques, medallions and pins;
- i) Explore opportunities for new awards;
- j) In conjunction with VP Development and VP Conferences (where appropriate), support members to increase their knowledge about research matters;
- k) In conjunction with President and VP Development, consult with the MERGA community and respond to research matters;
- l) Submit a written report of the operations of the portfolio for the year to the Committee and distribute to members at least 48 hours prior to their general meeting, and from time to time as requested by the Committee.

- m) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- n) Annually report to members estimates of the impact of MERGA activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

#### 5) Vice President (Development)

The Vice President (Development) shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Coordinate proposals for, and the management of, professional development and capacity building for members of the Association;
- c) Organise working parties, as necessary, to consult with the MERGA community and respond to research matters, education policy, reviews and initiatives;
- d) In conjunction with the President and VP Communication, coordinate press releases and other forms of media and public communication;
- e) Organise and oversee a panel of researchers and practitioners to review and judge the Beth Southwell Practical Implication Award (PIA) papers;
- f) Welcome and induct newcomers into the MERGA community, including coordination of conference initiatives;
- g) In consultation with the Committee, maintain and annually review the policies, guidelines and procedures for awards relevant to the VP (Development) portfolio to ensure their currency and record such revisions in their annual report;
- h) Submit a written report of the operations of the portfolio for the fiscal year, including changes to award policies to the Committee and distribute to members at least 48 hours prior to their general meeting, and from time to time as requested by the Committee.
- i) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- j) Annually report to members estimates of the impact of activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

#### 6) Vice President (Publications)

The Vice President (Publications) shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Promote high quality research and publications of recent mathematics education research and teaching developments through MERGA publications;
- c) Take overall responsibility for the publication of journals, conference proceedings and books (including the 4-yearly reviews of Australasian mathematics education research);

- d) In conjunction with the Executive, select editors, guest editors of Special Issues and members of editorial boards;
- e) In conjunction with editors and MERGA executive, monitor and review membership of the editorial boards;
- f) When necessary, convene a Standing Committee for Publication consisting of three MERGA members, as approved by the Executive;
- g) Explore opportunities for establishing new MERGA publications, including multimodalities;
- h) Advertise vacant editorial positions for journals, Special Issues and books, including the MERGA Review (RiMEA);
- i) In conjunction with the editors of MERGA publications and the Executive, review policy and procedures regarding submission of manuscripts, peer-review and publication processes to improve the quality of MERGA publications;
- j) Consider applications for use of MERGA copyright material;
- k) Maintain a supply of ISBN numbers for MERGA publications and placing orders with the National Library, as appropriate;
- l) Provide information to members regarding MERGA publications and opportunities to author and edit MERGA publications;
- m) Ensure distribution of journals and other publications to individual and institutional members and to contracted research data-base providers. sales of MERGA publications;
- n) Maintain an archive of the Association's publications (hard copy and online);
- o) Ensure publication agreements are signed by authors and archived;
- p) Consider applications for use of the Association's copyright material;
- q) Submit a written report of the operations of the portfolio for the fiscal year to the Committee and distribute to members at least 48 hours prior to their general meeting, and from time to time as requested by the Committee.
- r) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- s) Annually report to members estimates of the impact of activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

## 7) Vice President (Communications)

The Vice President (Communications) shall:

- a) Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- b) Maintain a current list of members' emails;
- c) Communicate with members to request updates to their personal profiles via the Association's website;
- d) Compile newsletter items and manage their distribution to members;
- e) Manage new and annual renewal of memberships via online processes;
- f) Respond to queries from members or potential members;
- g) Promote networking and supportive, informal, professional communication amongst members;

- h) Maintain a current database of individual members. Use this database to retrieve information as required by other members of the Committee to carry out their duties e.g. membership lists, potential referee lists for publication editors, or membership composition;
- i) In conjunction with the President and other members of the Committee, coordinate press releases and other forms of media and public communication;
- j) Respond to queries from members or potential members;
- k) Communicate about membership procedures and timeframes;
- l) Manage the MERGA website;
- m) Submit a written report of the operations of the portfolio for the fiscal year to the Committee and distribute to members at least 48 hours prior to their general meeting, and from time to time as requested by the Committee.
- n) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- o) Annually report to members estimates of the impact of MERGA activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

#### 8) Vice President (Conferences)

The Vice President (Conferences) shall:

- a) Perform all general duties in accordance with Part 3 Clause 4 *Duties of Committee – General* of these By-Laws;
- b) Provide leadership and direction for the planning, funding and conduct of conferences;
- c) Call for and respond to applications related to the annual MERGA conference, and communicate and lead discussion of these with members of the Committee;
- d) Organisation of conference review panel conveners, including the Early Bird review panel;
- e) Proactively lead and support local committees in the organisation of conferences, including the selection of conference venues;
- f) Promote discussion and dissemination of information about conferences;
- g) Provide regular updates of the planning and organisation for each annual MERGA conference to the Committee;
- h) Provide guidance and advice to the current and subsequent Conference Committee for planning and organisation of the annual MERGA conference;
- i) Respond to correspondence from MERGA members related to the conference organisation;
- j) Keep conference-related guidelines and handbook up to date and ensure its dissemination;
- k) Submit a written report of the operations of the portfolio for the fiscal year to the Committee and distribute to members at least 48 hours prior to the Annual General meeting, and from time to time as requested by the Committee;

- l) Carry out MERGA duties in accordance with the MERGA Climate Change and Sustainability Responsiveness Policy;
- m) Annually report to members estimates of the impact of activities on carbon footprint and other sustainability impact measures, initiatives, and strategies.

9) Immediate Past President

The Immediate Past President shall:

- a) Be an ex-officio member of the Committee for the 12 months immediately following their term;
- b) Have all the rights and obligations of the committee or working party that they serve on, including voting rights;
- c) Advise the incoming President in all matters relating to their duties as set out in Part 4 Clause 4 *Titles and Duties of Committee Members – President*.

## 5 Conflict of Interest

A member of the Committee shall:

- 1) Disclose all external, internal, personal or financial interests and/or duties that pose an actual, potential or perceived conflict of interest with their duties to the Association;
- 2) Remove themselves from any decision-making process where an actual, potential or perceived conflict of interest is posed;
- 3) Not make application for an award that they oversee as part of their portfolio.

## Part 5 Meetings

### 6 Meetings of the Committee

- 1) Shall be conducted as required to accomplish the objectives of the Association as set out in Part 3 of the Constitution clauses 20, 21, 22, and 24;
- 2) Two business meetings of the Committee will normally be held in a face-to-face format each year, one of which will be held in conjunction with the MERGA annual conference;
- 3) The Committee may delegate a sub-committee as set out in clause 23 of the Constitution's Delegation by committee to sub-committee;
- 4) The Committee must adhere to the regulations concerning the voting and decisions of the committee or sub-committee as set out in Part 24 of the Constitution's *Voting and decisions*.

### 7 General Meeting of Association and Policy Meeting

- 1) The Association must hold general meetings, and adhere to the procedures of such, as set out in Part 4 of the Constitution;

- 2) The annual General Meeting and the Policy Meeting will be convened at the MERGA annual conference, except in extraordinary circumstances whereby the annual conference is held entirely electronically or unable to proceed. In such cases, the meetings will be held electronically;
- 3) Through the Vice-President (Conferences), the Committee will ensure that there is an adequate time provision made available during each annual conference for the Association's annual General Meeting and Policy Meeting;
- 4) The Policy Meeting will be held at least 24 hours prior to the annual General Meeting. The Policy Meeting is for extended discussion of any matter of policy that is of concern to the Association. Motions emerging from such discussions will be carried forward to the annual General Meeting;
- 5) The President, or in their absence their nominee, will usually preside as chairperson at the annual General and Policy Meetings;
- 6) The Committee may convene a special general meeting of the association as set out in Clause 27 of the Constitution.

## **8 Rule of Order and Records of Proceedings**

- 1) Meetings of all committees shall be conducted in accordance with procedures as set out by the Constitution under Clauses 21, 22 and 24 or as the Committee may from time to time provide;
- 2) The minutes of meetings by all committees with delegated responsibilities shall, at a minimum, contain:
  - a) The names of persons in attendance and those providing apologies;
  - b) Motions (if any) or items submitted to the committee for discussion;
  - c) A record of discussions;
  - d) A record of any votes taken in connection with the proceedings;
  - e) The names of persons supporting and seconding motions and/or resolutions (if any);
  - f) Decisions or actions determined by the committee.

## **Part 6 Other Committees**

### **9 Standing Committee for Publications**

The Standing Committee for Publications shall consist of at least three members appointed by the Committee from the ranks of regular members, when necessary, in addition to the Vice-President (Publications). The standing committee shall have the power to co-opt additional members as needed.

## **10 Conference Committee(s)**

Conference Committee(s) shall:

- 1) Be established for each Annual Conference of the Association;
- 2) Consist of at least two members appointed by the Committee from the ranks of the regular members of the Association;
- 3) Have the power to co-opt additional members as need be;
- 4) Be appointed for two years and commence operation at least 18 months before the Annual Conference;
- 5) Be responsible to the Vice-President (Conferences) and provide regular reports and a final report to the Committee.

## **11 Other Committees and Ad-Hoc Working Parties**

The Committee and the General Meeting shall have the power to form other committees and ad-hoc working parties to meet special needs. The terms of reference for such committees and ad-hoc working parties shall specify the purpose, procedures, reporting schedule, a specified date or point in time by which the committee or working party shall cease actions and authority of the said committees/working parties. All will be reviewed annually by the Committee.

## **Part 7 Miscellaneous**

### **12 Indemnification**

All Committee members shall be indemnified against liability to third parties incurred by him/her in good faith in his/her capacity as a Committee member to the extent permissible by law. Such indemnity includes all liability costs and expenses incurred by the Committee member in defending all legal proceedings.

### **13 Public Officer**

The Public Officer shall be:

- 1) Appointed by the Committee for such term of office as the Committee decides;
- 2) Removed by the Committee at any time without cause. Should the position of Public Officer become vacant for any reason, the Committee shall appoint a new Public Officer within 14 days in accordance with, or updates of, the Associations Incorporation Act 2009 and Regulation Act 2016 of New South Wales.

### **14 Conduct of Ad-Hoc Business**

- 1) Whenever feasible, business and motions for the Committee or any other committee, shall be introduced in regular business meetings;
- 2) Special meetings of the Committee may be called by the President, or at the request of two-thirds of Committee members;

- 3) Members of the Committee, or any other committee, may conduct some business using any electronic means approved by the committee that gives members reasonable opportunity to participate. Such participation shall constitute presence at such meetings;
- 4) Whenever an ad-hoc business meeting involves a motion, proposal or issue requiring voting of committee members, voting shall be conducted in accordance with the Constitution Clauses 34 and 36.

## **15 Funds – Source and Management**

Sources of association funds, other than fees set out in Part 3 Sub-clause 1 (5) Membership and other Fees, approved by the Committee, include, but are not limited to, income from conferences, interest from investments, donations, sale of publications (including copyright) and subscriptions.

All disbursements of monies of the Association shall be in accordance with the Constitution Part 5 Clause 40.

## **16 Audit**

An audit of the financial transactions of the Association shall be made by an auditor elected annually for the purpose by the Committee.

## **Part 8 Maintenance processes**

### **17 Periodic reviews and maintaining awareness**

- 1) The Constitution
  - a) In accordance with Part 4 Sub-clause 2 (2) *Titles and Duties of Committee Members* in these By-Laws, the Secretary shall check annually for amendments to, or updates of, the Associations Incorporation Act 2009 and/or the Regulation Act 2016 of New South Wales that may necessitate amendments to the Constitution.
- 2) The By-Laws
  - a) In accordance with Part 4 Sub-clause 2 (2) *Titles and Duties of Committee Members* in these By-Laws, the Secretary shall check annually if amendments to the Constitution or any other circumstances of the Association necessitate amendments to these By-Laws;
  - b) Shall be available to all members and periodically distributed to members, and specifically after an amendment is approved by the Committee;
  - c) Shall be provided to all new Committee members and periodically reviewed by members to maintain awareness of roles and responsibilities.

## 18 Amendments

- 1) The Constitution may be amended by the following procedures:
  - a) The Committee shall consider all proposed amendments and deliver their recommendations to members in writing at least 48 hours before the Policy Meeting at the annual conference;
  - b) Amendments shall be discussed at the Policy Meeting and the item should be added to the annual General Meeting agenda for membership approval;
  - c) An amendment is passed if approved by 75% of voting members at the annual General Meeting;
  - d) Following amendments to the Constitution, the Secretary shall submit the revised Constitution to the New South Wales Fair Trade Commission in accordance with, or amendments to, the Associations Incorporation Act 2009.
  
- 2) The By-Laws may be amended by the following procedures:
  - a) The Committee may amend these By-Laws as necessary by a simple majority vote at any regular or special meeting of the Committee;
  - b) Proposed amendments shall be submitted to the Secretary in writing at least 7 days in advance of such a meeting for inclusion in the documents accompanying the agenda of the proposed meeting;
  - c) Following approval of these By-Laws, and subsequent amendments hereafter, the President and Secretary of the Association shall authorise the adoption as per Part 8 Clause 18 *Adoption of By-Laws*;
  - d) Following authorisation, the amended By-Laws shall be made available to all members via the Association's website and distributed electronically no later than 48 hours in advance of the Policy Meeting;
  - e) Amendments shall be reported upon by the Secretary at the Policy Meeting;
  - f) Members may express concerns regarding amendments at the Policy Meeting or submit concerns in writing to the Secretary at any time thereafter;
  - g) Concerns raised at the Policy Meeting shall be discussed at the Policy Meeting and the item shall be added to the General Meeting agenda as "other business" for membership consideration;
  - h) Concerns received after the Policy Meeting will be acknowledged by the Secretary in writing within 48 hours of receipt and include a timeframe in which the concern(s) will be considered by the Committee that will not exceed six (6) weeks;
  - i) A special meeting of the Committee shall be held wherein the concerns will be considered. The Committee's decision will be communicated in writing to the member who raised the concern and reported upon during the subsequent Policy meeting.

## 19 Adoption of By-Laws

We, the undersigned, consent to, and hereby do, adopt the foregoing By-Laws, consisting of this and the 13 preceding pages, as the By-Laws of this corporation.

ADOPTED AND APPROVED by the Committee on 30 August, 2021.



Catherine Attard, President – MERGA.



Naomi Ingram, Secretary MERGA.