

Rules of the
Australasian Society of Cosmetic Medicine

1. NAME

The name of the Incorporated Association will be:

Australasian Society of Cosmetic Medicine

hereafter referred to as “the Society”.

2. THE AIMS AND OBJECTIVES OF THE SOCIETY ARE AS FOLLOWS:

- a) To promote the education of the members of the Society and other persons directly associated with Laser and Cosmetic Medicine activities, and of the general public concerning endeavours particular to the profession of Cosmetic Medicine.
- b) To promote the advancement of Cosmetic Medicine by providing a forum for the expression of professional opinion on Cosmetic Medicine activities.
- c) To promote technical advancement by providing for professional education through lectures, displays and presentations and by the exchange of information to assist the development of Cosmetic Medicine.
- d) To promote sound Cosmetic Medicine practice and integrity.
- e) To broaden professional relationships among members and to maintain and increase the prestige, standing and influence of Cosmetic Medicine.
- f) To co-operate with any like associations and other bodies as the office bearers may decide.

3. DEFINITIONS

In these rules:

“Committee” means the Committee of the Society

“Director-General” means the Director-General of the Department of Fair Trading

“members” means the members of the Society

“Public Officer” means the person holding office under these rules as the public officer of the association

“Secretary” means the person holding office under these rules as secretary of the association, or, if no such person holds that office – the public officer of the association.

“special general meeting” means a general meeting of the association other than an annual general meeting.

“the Act” means the *Associations Incorporation Act 1984*
“the Regulation” means the *Associations Incorporation Regulation 1999*.

4. MEMBERSHIP

4.1 Requirements for Membership

4.1.1 All members must be medical practitioners of good standing. Applications for membership must have a copy of recent registration certificate and C.V. attached. In the event of admission of a person with conditional registration, that person shall practise inside these conditions whilst a member of the Society.

4.1.2 All members must carry adequate medical indemnity insurance to cover cosmetic procedures performed.

4.2 Types of Membership

4.2.1 Full Members must be fully registered medical practitioners with proof of current registration.

4.2.2 Associate membership is open to all allied professionals with an interest in Cosmetic Medicine.

4.2.3 Associate Members shall be entitled to all the benefits and privileges of Full Members except that they shall not be entitled to vote at any meeting of the Society.

4.3 Application for Membership

4.3.1 Applications for membership of the Society must only be made by a person eligible to become a member of the Society. The application must be made in writing using the form set out in Appendix 1 to these rules and must be lodged with the Secretary of the Society.

4.3.2 As soon as practicable after receiving an application for membership, the Secretary must refer the application to the Committee for determination on whether to approve or reject the application. The Committee’s decision is final and no correspondence will be entered into.

4.3.3 As soon as practicable after the Committee makes that determination, the Secretary must notify the applicant in writing that the Committee approved or rejected the application, and, if the Committee approved the application, request the applicant to pay (within 14 days of the notice of approval) the sum payable under these rules by a member as entrance fee and annual subscription.

4.3.4 The Secretary must, on payment by the applicant of the amounts referred to in rule 4.3.3 within the period referred to in that provision, enter the applicant’s name in the register of members and, on the name being so entered, the applicant becomes a member of the Society.

4.4 Cessation of Membership

- 4.4.1 A person ceases to be a member of the Society if the person -
- a. fails to pay the annual subscription fee within 3 months of the fee becoming due;
 - b. resigns his or her membership by notice to the Society;
 - c. is expelled from the Society by a resolution passed at a meeting of the members;
 - d. ceases to be a registered medical practitioner; or
 - e. fails to satisfy the continuing medical education requirements specified by the Society.

4.4.2 Any member who ceases to be a member shall forfeit the rights and privileges which as a member he or she does or may enjoy. The member shall have no right or claim upon the Society or its property or funds and shall surrender to the Society all certificates and titles issued by the Society but shall remain liable for and shall pay to the Society all money which at the time of his or her ceasing to be a member is due by him or her to the Society.

4.4.3 If a member of the Society ceases to be a member, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

4.4.4 Resignation of Membership

A member of the Society who has paid all amounts payable by the member to the Society in respect of his or her membership may resign from membership of the Society by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

4.4.5 Expulsion & Termination of Membership

If the amount of any levy or any other amount payable by a member to the Society or any part thereof remains unpaid for more than three months after it has become due and the Secretary has thereafter sent to the member by post a letter requiring payment within one month of the date of the letter and stating that if such payment is not made the Committee shall be entitled to terminate his membership, and if payment is not made within the month the Committee may resolve to terminate the membership of the member.

4.5 Membership Entitlements Not Transferable

Any right, privilege or obligation which a person has by reason of being a member of the Society is not capable of being transferred or transmitted to another person and terminates on cessation of the person's membership.

4.6 Register of Members

4.6.1 The Public Officer must establish and maintain a register of members of the Society specifying the name and address of each person who is a member of the Society together with the date on which the person became a member.

4.6.2 The register of members must be kept at the principal place of administration of the Society and must be open for inspection, free of charge, by any member of the Society at any reasonable hour.

4.7 Members' Liabilities

The liability of each member of the Society to contribute towards the payment of the debts of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of the membership as required by rule 5.

4.8 Resolution of Internal Disputes

4.8.1 Disputes between members (in their capacity as members) of the Society, and disputes between members and the Society, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.

4.8.2 At least 7 days before a mediation session is to commence, the parties are to exchange statements of issues that are in dispute between them and supply copies to the mediator.

4.9 Disciplining of Members

4.9.1 A complaint may be made in writing to the Committee that a member of the Society:

- a. has persistently refused or neglected to comply with a provision or provisions of these rules; or
- b. has persistently and wilfully acted in a manner prejudicial to the interest of the Society.

4.9.2 On receiving such a complaint or on the Committee's own accord, the Committee:

- i. must cause notice of the complaint to be served on the member concerned,
- ii. must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint,
- iii. must call a special meeting to discuss the complaint after 14 days but within 28 days of the service of the notice to discuss the complaint, and
- iii. must take into consideration any submissions made by the member in connection with the complaint.

4.9.3 The Committee may, by resolution expel the member from membership of the Society or suspend the member from membership of the Society for a specified period if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

- 4.9.4 If the Committee decides that the offence seriously threatens the integrity of the Society, the offender shall be suspended from the Society for ninety (90) days.
- 4.9.5 If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's rights to appeal under rule 4.10.
- 4.9.6 The expulsion or termination does not take effect:
- a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b. if within that period the member exercises the right of appeal, unless and until the Society confirms the resolution under rule 4.10.5
- whichever is the latter.
- 4.9.7 At the end of the suspension period the offender shall supply good reason why he or she shall be allowed to be reinstated into the Society.
- 4.9.8 Good reason shall include what steps the offender has taken to prevent re-occurrence of the original offence.
- 4.9.9 Inadequate explanations and there being no remedial action, will result in expulsion from the Society.
- 4.9.10 No member who has been called on to show cause why he or she should not be expelled shall be entitled to commence or prosecute any action or legal proceedings for defamation against any member of the Society who gave evidence (orally or in writing) or exercised any power or duty as a member of the Committee. It is a condition of membership of the Society that all complaints, notices, letters, evidence and other matters arising under or incidental to any complaint and the hearing and determination thereof and all proceedings and utterances at general meetings and meetings of the Committee held in connection with the complaint shall be absolutely privileged and protected accordingly and should any action or legal proceedings be taken as aforesaid this rule 4.9.10 shall if pleaded be an absolute bar in that regard provided that this rule 4.9.10 shall not protect any person against legal liability (if any) for making with express malice a statement false to the knowledge of such person.
- 4.9.11 An expelled member cannot apply for re-admission for two (2) years from the date of expulsion.

4.10 Right of Appeal of Disciplined Member

- 4.10.1 A member may appeal to the Society in special general meeting against a resolution which is confirmed under rule 4.9.2 within 7 days after the notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

- 4.10.2 Upon receipt of a notice from a member under rule 4.10.1, the Secretary shall notify the members and shall convene a special general meeting of the Society to be held within fourteen (14) days after the date on which the Secretary received the notice.
- 4.10.3 The cost of convening the special general meeting will be met beforehand by appealing member.
- 4.10.4 At a special general meeting of the Society convened under rule 4.10.2 -
- a. no business other than the question of the appeal shall be transacted;
 - b. the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c. the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 4.10.5 If at the special general meeting the Society passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
- 4.10.6 A legal representative at the special general meeting by the appealing member is not permitted.
- 4.10.7 Further right of appeal shall be considered by an independent arbitration officer of the public trustee office.

5. FEES AND SUBSCRIPTIONS

- 5.1 A member of the Society must, on admission to membership, pay to the Society a fee of \$50 or, if some other amount is determined by the Committee, that other amount.
- 5.2 In addition to any amount payable by the member under rule 5.1, a member of the Society must pay to the Society an annual membership fee of \$50 or, if some other amount is determined by the Committee, that other amount:
- a. except as provided in paragraph b, before 1 July in each calendar year, or
 - b. if the member becomes a member on or after 1 July in any calendar year then on becoming a member.

6. COMMITTEE

- 6.1 The Committee is to be called the Committee of the Management of the Society and, subject to the Act, the Regulation and these rules and to any resolution passed by the Society in meeting, the Committee:
- a. is to control and manage the affairs of the Society, and
 - b. may exercise all such functions as may be exercised by the Society, other than those functions that are required by these rules to be exercised by a general meeting of members of the Society, and
 - c. has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Society, and

d. will appoint the Public Officer.

6.2 Constitution and Membership

6.2.1 The Committee is to consist of the office-bearers of the Society being the President, the Secretary and the Treasurer.

6.2.2 Subject to clause 6.2.3 each office-bearer must be elected at the annual general meeting under rule 6.2.9.

6.2.3 For initial stability, the first President, Secretary and Treasurer will remain in office until 2010. From then, elections will be held biannually. No office can be occupied for successive terms.

6.2.4 Public Relations Officer

6.2.4.1 In order that the Society is represented to external bodies by a unified voice, the Committee will appoint a Public Relations Officer.

6.2.4.2 Comment on formulated policies or items pertaining to the mission statement of the Society can be freely made by the Public Relations Officer.

6.2.4.3 Any other comments or replies to media, affiliated groups or general opinions will not be expressed by the Public Officer in official capacity as representative of the Society unless agreed upon by the majority of the membership. Such agreement will only be sought at general meetings or at a special meeting.

6.2.4.4 No member will represent the Society externally or comment on matters in such a way that may not represent the collective membership.

6.2.5 Secretary

6.2.5.1 The Secretary of the Society must, as soon as practicable after being appointed as Secretary, lodge notice with the Society of his or her address.

6.2.5.2 It is the duty of the Secretary to keep the minutes of

- a. all appointments of office-bearers and members of the Committee,
- b. the names of office-bearers and Committee members present at a Committee meeting or a general meeting.
- c. all proceedings at Committee meetings and general meetings.

6.2.5.3 Minutes of proceedings at a meeting must be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.

6.2.6 Treasurer

6.2.6.1 It is the duty of the Treasurer of the Society to ensure that all money due to the Society is collected and received and that all payments authorised by the Society are made and that correct books and accounts are kept showing the financial

affairs of the Society, including full details of all receipts and expenditure connected with the activities of the Society.

6.2.7 Casual Vacancies

6.2.7.1 For the purposes of these rules, a casual vacancy of an office (whether as office-bearer or Committee Member) occurs if the member:

- a. dies;
- b. ceases to be a member of the Society;
- c. becomes an insolvent under administration within the meaning of the Corporations Act 2001;
- d. resigns office by notice in writing given to the Secretary;
- e. is removed from office under rule 6.2.8.
- f. becomes of unsound mind or becomes a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
or
- g. is absent without the consent of the members, from fifty percent of the general meetings in a twelve (12) month period.

6.2.7.2 In the event of a casual vacancy, the Committee may appoint a member of the Society to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the original term of office.

6.2.8 Removal of Member

6.2.8.1 The Society in special general meeting may by resolution remove any office-bearer or member of the Committee from office before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

6.2.8.2 If a office-bearer or member of the Committee to whom a proposed resolution referred to in rule 6.2.8.1 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Society, the Secretary or the President may send a copy of the representations to each member of the Society or, if the representations are not so sent, the office-bearer or member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

6.2.9 Election of members

6.2.9.1 Nomination of candidates for election as office-bearers or Committee members of the Society must be made in writing, signed by the current President of the Society, accompanied by the written consent of the candidate and must be delivered to the Secretary of the Society at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

6.2.9.2 If insufficient nominations are received to fill all vacancies, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting.

6.2.9.3 If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.

6.2.9.4 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

6.2.9.5 The ballot for the election of office-bearers and Committee members of the Committee is to be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

6.3 Meetings and Quorum

6.3.1 The Committee must meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.

6.3.2 Additional meetings of the Committee may be convened by the President or by any member of the Committee.

6.3.3 Oral or written notice of a Committee meeting must be given by the Secretary to each Committee member at least 48 hours (or such other period as may be unanimously agreed on by the Committee members) before the time appointed for the holding of the meeting.

6.3.4 Notice of a meeting given under rule 6.3.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

6.3.5 Any 3 Committee members constitute a quorum for the transaction of the business of Committee meeting.

6.3.6 No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

6.3.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

6.3.8 At a Committee meeting the President or, in the President's absence, the Vice-president is to preside, or if the President and the Vice-president are absent or unwilling to act, any of the remaining Committee members may be chosen by the members present at the meeting to preside.

6.3.9 Voting and Decisions

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

- 6.3.9.2 Each member present at a Committee meeting (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 6.3.9.3 Subject to rule 6.3.5, the Committee may act despite any vacancy in the Committee.
- 6.3.9.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any Committee member.

7. GENERAL MEETINGS OF THE SOCIETY

- 7.1 There must be at least three Full Members to conduct a general meeting. There must be at least one (1) office-bearer present in addition to the members to conduct a general meeting.
- 7.2 No business shall be transacted if the quorum requirements are not met.
- 7.3 All business discussed at meetings shall be directed through the President or Chairperson.
- 7.4 The President or, in the President's absence, the Vice-president is to preside, or if the President and the Vice-president are absent or unwilling to act, the office-bearer is to preside.

7.5 Annual General Meeting

- 7.5.1 An Annual General Meeting is to be held each calendar year.
- 7.5.2 The Society shall hold its first Annual General Meeting -
- a. within the period of 16 months after its incorporation under the Act; and
 - b. within the period of 4 months after the expiration of each financial year of the Society.
- 7.5.3 Rules 7.1.1 and 7.1.2 have effect subject to any extension or permission granted by the Director General under section 23(1) of the Act.
- 7.5.4 The Annual General Meeting of the Society shall, subject to the Associations Incorporation Act 1984 and to rule 7.6, be convened on such date and at such place and time as the Committee thinks fit.
- 7.5.6 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be -
- a. to confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;
 - b. to receive from the Committee reports upon the activities of the Society during the last preceding financial year;
 - c. to elect office-bearers where there are any vacancies in those positions; and

- d. to receive and consider the statement which is required to be submitted to members pursuant to section 26 of the Act.

7.5.7 An Annual General Meeting shall be specified as such in the notice convening it.

7.5.8 Professionally audited accounts shall be submitted by the Treasurer at the Annual General Meeting.

7.6 Special General Meetings

7.6.1 The Committee members may convene a special general meeting of the Society whenever it thinks fit.

7.6.2 The Committee must, on the requisition in writing of not less than five (5) Full Members, convene a special general meeting of the Society.

7.6.3 A requisition of members for a special general meeting -

- a. must state the purpose or purposes of the meeting;
- b. must be signed by the members making the requisitions;
- c. must be lodged with the Secretary; and
- d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

7.6.4 If the Committee fails to convene a special general meeting to be held within one (1) month after the date on which the requisition of Full Members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.

7.6.5 A special general meeting shall be specified as such in the notice convening it.

7.7 Notice

7.7.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

7.7.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under rule 7.7.1, the intention to propose the resolution as a special resolution.

7.8.2 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of a special general meeting, business which may be transacted pursuant to rule 7.5.6.

7.8.3 A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

7.9 Adjournment

7.9.1 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

- a. if convened on the requisition of members, is to be dissolved, and
- b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

7.9.2 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

7.9.3 The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

7.9.4 Where a general meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

7.9.5 Except as provided in rules 7.9.3 and 7.9.4, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

7.10 Making of Decisions

7.10.1 A question arising at a general meeting of the Society shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration of the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry of that effect in the minute book of the Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

7.10.2 At a general meeting of the Society, a poll may be demanded by the Chairperson or by at least 3 Full members present in person.

7.10.3 Where a poll is demanded at a general meeting, the poll must be taken

- a. immediately in the case of a poll which related to the election of the Chairperson of the meeting or to the question of an adjournment; or
- b. in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

7.10.4 Special Resolution

A resolution of the Society is a special resolution if-

- a. it is passed by a majority which comprises not less than three quarters of the Full members of the Society as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- b. where it is made to appear to the Director-General that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Director-General.

7.10.5 Voting

7.10.5.1 Upon any question arising at a general meeting of the Society a Full Member has one vote only. Associate members are not entitled to vote.

7.10.5.2 All votes shall be given personally or by proxy but no member may hold more than 5 proxies.

7.10.5.3 In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

7.10.5.4 A Full Member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the amount of the annual subscription payable in respect of the then current year.

7.10.6 Appointment of Proxies

7.10.6.1 Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

7.10.6.2 The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

8. INSURANCE

8.1 The Society shall effect and maintain insurance pursuant to any relevant act or statutory requirement pertinent to medical societies under law.

8.2 In addition to the insurance required under rule 8.1 the Society may effect and maintain other insurance.

9. FUNDS

9.1 Source

9.1.1 The funds of the Society shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Society in general meetings, such other sources as the Committee determines.

9.1.2 All money received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's bank account.

9.1.3 The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

9.2 Management

9.2.1 Subject to any resolution passed by the Society in general meeting; the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the office-bearers determine.

9.2.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by Secretary/Treasurer and the President, as cosignatories (both to sign).

10. ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Society.

11. COMMON SEAL

11.1 The common seal of the Society must be kept in the custody of the Public Officer.

11.2 The common seal must not be affixed to any instrument except by the authority of the President, Secretary or Public Officer.

12. BOOKS

12.1 Custody of Books etc

Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Society.

12.2 Inspection of Books etc

The records, books and other documents of the Society must be open to inspection, free of charge, by a member of the Society at any reasonable hour.

13. SERVICE OF NOTICES

- 13.1 For the purpose of these rules, a notice may be served on or given to a person by or on behalf of the Society by delivering it to the person personally, by sending it by pre-paid post to the member at the member's address shown in the register of members, or by sending it by facsimile transmission or some other form or electronic transmission to a number or address specified by the person for giving or serving the notice.
- 13.2 For the purposes of these rules, where the notice is personally delivered, the notice shall, unless the contrary is proved, be deemed to have been received on the date on which it is received by the addressee.
- 13.3 For the purposes of these rules, where the notice is sent or transmitted to a person by properly addressing and sending or transmitting to the person a letter containing the notice, the notice shall, unless the contrary is proved, be deemed to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post or would have been received in the ordinary course of transmission.

14. STATEMENT OF ETHICS

- 14.1 Members of the Society acknowledge that they prescribe to the principles of medical ethics as stated in rule 15.2.
- 14.2 Physician members acknowledge that by becoming a member of the Society that -
 - a. they shall be dedicated to providing competent medical service with compassion and respect for human dignity, and place the welfare and rights of the patient above all else;
 - b. shall deal honestly with patients and colleagues, and strive to expose those physicians deficient in character or competence, or who engage in fraud or deception;
 - c. respect the law and recognise a responsibility to seek changes in those requirements which are contrary to the best interests of the patient;
 - d. respect the rights of patients, or colleagues, and other health professionals and shall safe guard patient confidences within the constraints of the law;
 - e. shall continue to study, apply and advance scientific knowledge in the field of cosmetic medicine and minimally invasive cosmetic surgery, make relevant information available to patients, colleagues, and the public. The members acknowledge that they have the responsibility to report techniques, products and new methods at meetings of the Society and to

permit evaluation and authentication of such techniques, products and new methods;

- f. shall obtain consultation and use the talents of other health professionals when indicated and in turn provide help to other colleagues when requested;
- g. provide appropriate patient care in the best possible situation and shall not do anything which would induce referral or treatment for patients for reasons other than the patient's best welfare;
- h. advertising is permitted but must not be misleading and must conform to standards expected of the Trades Practices Commission; and
- i. members agree to refrain from comments of unfair or uninformed harsh criticism of each other in the presence of patients, relatives of patients, other health workers, media representatives or members of the general public.

14.3 Members shall not practise, behave or present themselves in such a way as to bring the Society into disrepute.

Appendix 1
(Rule 4.4.1)

APPLICATION FOR MEMBERSHIP OF SOCIETY

Australasian Society of Cosmetic Medicine, an association incorporated under the
Associations Incorporation Act 1984

I,

(full name of applicant)

of

(address)

hereby apply to become a

(type of member)

member of the Australasian Society of Cosmetic Medicine. In the event of my
admission as a member, I agree to be bound by the rules of the Society for the time
being in force.

Signature of applicant

Date

