

The Statistical Society of Australia Inc

(Incorporated in the Australian Capital Territory)

Rules

(as approved August 2007)

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THE STATISTICAL SOCIETY OF AUSTRALIA INCORPORATED
(Incorporated in the Australian Capital Territory)

RULES

(as approved August 2007)

1. Name

The name of the Society shall be the Statistical Society of Australia Incorporated (hereinafter called "the Society".)

2. Interpretation

- (1) In these Rules, the Committee that has the management of the Society shall be the Central Council (hereinafter called "the Council"), constituted according to Rule 12, from which an Executive Committee (hereinafter called "the Executive") shall be constituted according to Rule 12(10) with powers as in Rules 34 and 35.
- (2) In these Rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, electronic representation, and other modes of representing or reproducing works in a visible form.
- (3) The provisions of the Interpretation Act 1967 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- (4) 'the Act' means the Associations Incorporation Act 1991 (ACT.)

3. Society's Office

The office of the Society shall be at the Statistics Department, The Faculties, ANU in the Australian Capital Territory or such other place as the Council may, from time to time, determine.

4. Objects and Purposes of the Society

The basic object of the Society shall be to further the study and application and good practice of statistical theory and methods in all branches of learning and enterprise.

5. In addition to the basic object of the Society the objects and purposes of the Society shall be deemed to include .

- (1) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Society;
- (2) buying, selling and supplying, and dealing in, goods of all kinds;
- (3) the construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the Society;
- (4) the acceptance of any gift, whether subject to a special trust, or not, for any one or more of the objects or purposes of the Society;
- (5) taking such steps from time to time as the Council or the members in General Meeting may deem expedient for the purpose of procuring contributions to the funds of the Society, whether by way of donations, subscriptions, or otherwise;
- (6) printing and publishing such newspapers, periodicals, books, leaflets, or other

documents as the Council or the members in General Meeting may think desirable for the promotion of the objects and purposes of the Society;

- (7) borrowing and raising money in such manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a General Meeting; and securing the repayment of money so raised or borrowed or the repayment of a debt or liability of the Society by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Society;
- (8) subject to the provisions of the Trustee Act 1957, the investment of any moneys of the Society not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine;
- (9) making gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which Subsection 78(1)(a) of the Income Tax Assessment Act 1936 (as amended) relates;
- (10) the employment of an Executive Officer, and other staff as may be deemed necessary, to carry out the objects and purposes of the Society. The duties of the Society's employees, and the terms and conditions of their employment, shall be determined by the Executive.
- (11) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit employees or past employees of the Society and their dependants, and the granting of pensions, allowances, or other benefits to employees or past employees of the Society and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (12) the establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Society;
- (13) the establishment and administration of an accreditation process which is primarily intended to promote, within the general community, recognition of professional competence in the understanding and application of statistical methods, and of statistical education and training appropriate to the development of such professional competence.
- (14) doing all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Society or of any of the objects and purposes specified in the foregoing provisions of this sub-rule;

6. Membership of Society

- (1) The members of the Society shall comprise the members of each Branch of the Society, members-at-large, Honorary Life Members and Institutional members.
- (2) A person is qualified to be a member if
 - (i) the person is a person referred to in Section 21(2)(a) or (b) of the Act and has not ceased to be a member of the Society at any time after incorporation of the Society under the Act; or
 - (ii) the person has applied for, and been approved for, membership in accordance with Rule 6(3) or 6(5)
- (3) Any individual whose residence is remote from any Branch of the Society and who in the opinion of the Council is interested in the objects of the Society may be elected by the Council as a member- at-large on application to the Treasurer, such application to be accompanied by one year's subscription.
- (4) Institutions, business enterprises, and other organisations interested in the objectives of the Society may be elected by the Council to institutional membership on application to the Secretary.

- (5) Applications for membership of a Branch of the Society shall be made in a form prescribed by the Society, accompanied by the annual subscription fee (see Rule 10 (3))
- (6) The Council shall maintain a register of all members of the Society and shall make this register available for inspection by the members at the office of the Society or at another place in the Territory nominated by the Council of the Society. Pursuant to Subsection 67(2)(b) of the Act, the place at which the register is available for inspection shall be published in the Annual Report and Annual Return.

7. Optional Accreditation

- (1) A member of the Society, other than an Institutional Member, may apply to the Council to become a Graduate Statistician or an Accredited Statistician. The application is to be made in accordance with the Regulations, and to be accompanied by a fee in accordance with Rule 10.
- (2) Recommendations about applications for accreditation and the accreditation process, shall be made to Council by an accreditation committee, appointed in accordance with Rule 16(3). The requirements for the qualifications, the terms of reference of the committee, and the administration of the process, shall be in accordance with the Regulations of the Society.
- (3) Within six months of receiving an application for one of the above qualifications, the Council, in consultation with the accreditation committee, shall determine whether to accept or reject the application. Appeals are permitted in accordance with the Regulations of the Society.
- (4) Where the Council determines to approve an application for Graduate Statistician or an Accredited Statistician, the Secretary shall as soon as practicable, notify the applicant of such approval, and request the applicant pay within 28 days after receipt of the notification, the amount necessary to meet the sum payable under these Rules as capitation fee for such members. The Secretary shall notify the Treasurer of the Society of the details of the applicant. Upon payment by the nominee of the amounts referred to, the applicant's membership details shall be adjusted in the Register of Members.
- (5) A member with the qualification of Accredited Statistician may use the abbreviation AStat. A member with the qualification of Graduate Statistician may use the abbreviation GStat.
- (6) A University may apply to the Council to have a specified degree program accredited by the Society for a period of three years. The application is to be made in accordance with the regulations, and to be accompanied by a fee to be set from time to time by the Council.
- (7) Recommendations about applications for accreditation of degree programs, and the application process, shall be made to Council by the accreditation committee. The requirements for accreditation, and the administration of the process, shall be in accordance with the Regulations of the Society.
- (8) Within six months of receiving an application for accreditation of a degree program, the Council, in consultation with the accreditation committee, shall determine whether to accept or reject the application.
- (9) Accredited degree programs are entitled to include the following wording in their promotional and other material:
 "Students who graduate from this degree program will, on joining the Statistical Society of Australia Incorporated, be automatically entitled to accreditation as a Graduate Statistician"

8. Branches of the Society

- (1) A Branch of the Society may be established in any Australian State, Territory,

or Centre approved from time to time by the Council.

- (2) Subject to the provisions of these Rules, each Branch shall be autonomous. The Society shall not incur or purport to incur any debt or other liability on behalf of any Branch. The Council shall not be responsible for the debts or other liabilities incurred by any Branch.
- (3) Each Branch shall be responsible for the regular updating of a central listing of its members and notifying Council of alterations therein. Each Branch shall be liable for amounts due to the Council as described under Rule 9.
- (4) If a member of a Branch of the Society transfers his or her membership to another Branch, and if he or she has paid his or her current annual subscription to his or her original Branch, he or she shall not be required by the Branch to which he or she has transferred to contribute another subscription in respect of the period for which his or her current subscription was paid. The Branch which received his or her current subscription shall contribute to the Council the capitation fee in respect of the member for the period in respect of which the subscription was paid.
- (5) A Branch will be deemed to have withdrawn from the Society three months after receipt by the Secretary of notice from the Branch of withdrawal of the Branch from the Society, unless such notice is withdrawn within this period of three months, or upon it being established to the satisfaction of the Council that the Branch has been disbanded. Membership of the Branch shall not continue to qualify members of the Branch for membership of the Society after its withdrawal, and on its withdrawal its delegates shall cease to hold office in the Council. A Branch on withdrawal shall have no rights to the property of the Society or any part thereof, but shall remain liable to it for any amounts due and unpaid at the date of withdrawal.

9. Financial Year

The financial year of the Society is the period beginning on 1st April in each year and ending on the 31st March next following.

10. Membership Fees and Benefits

- (1) There shall be no entrance fee other than the annual subscription for the first year or part thereof of membership.
- (2) A member of the Society may apply to the Council to become a Graduate Statistician or an Accredited Statistician in accordance with Rule 7. A fee of \$55 for application for Graduate Statistician, or \$165 for application for Accredited Statistician, is payable on application, or if any other amount has been determined by resolution of the Council as in Sub-Rule (7), that other amount.
- (3) The annual subscription for members of Branches shall be made up of two components, being the annual Branch component, and the Society capitation fee. The annual capitation fee to the Society shall be determined by resolution of the Council as in Sub-rule (7).
- (4) Half the capitation fee shall be payable by a student member or a member retired from full-time employment.
- (5) Council shall determine the annual subscription for members other than those who are members of Branches provided that notice of change of subscription rates shall be given to such members not less than two months prior to the due date of payment.
 - (i) Annual subscriptions from such members shall be due in advance on the 1st January of each financial year. If any such member has not paid his or her annual subscription by 31st March next, he or she shall cease to be a member and shall not be re-eligible for membership

- until all arrears have been paid. However the Council shall have power to cancel all or any part of such arrears.
- (ii) Any such member who is not in arrears with his or her annual subscription may resign by writing accordingly to the Secretary.
- (6) A member of the Society who has paid their annual subscription in respect of the current financial year shall be considered a financial member.
- (7) Each financial member shall receive a copy of each issue of The Australian and New Zealand Journal of Statistics and of the Society's Newsletter . Each Honorary Life Member of the Society shall receive a copy of each issue of these publications.
- (8) The Society's capitation fee shall be set by Council, and Branches must be notified of the Society's capitation fee before 31st August each year.

11. Members' Liability

The liability of a member to contribute towards payment of debts and liabilities 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 membership of the Society as required by Rule 10.

12. Central Council of the Society

- (1) The Central Council of the Society shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Australian Editor of The Australian and New Zealand Journal of Statistics, the Chair of the Accreditation Committee, the delegates appointed by Branches, and a maximum of four members co-opted by the Council.
- (2) No person other than a member of the Society shall be eligible to be a member of the Council.
- (3) The Central Council shall control and manage the business and affairs of the Society.
- (4) A Branch shall appoint to the Council .
- two delegates if the members of the Branch number 200 or less;
 - three delegates if the members of the Branch number 201 to 300;
 - four delegates if the members of the Branch number 301 or more.
- For the purpose of determining the number of delegates, the number of members of a Branch shall be the number in respect of whom capitation fees have been paid for the immediately preceding financial year.
- (5) If a new Branch is established during a Council's term of office, the number of delegates to be appointed by that Branch for the balance of the Council's term of office shall be based on the number of members of the Branch at the time of its establishment.
- (6) A Branch may at any time revoke the appointment of any of its delegates.
- (7) A person shall cease to be a member of Central Council if he or she
- (i) dies;
 - (ii) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors;
 - (iii) becomes of unsound mind
 - (iv) resigns his or her office by writing under his or her hand addressed to the Executive;
 - (v) is removed from office pursuant to Sub-Rule (13);

- (vi) ceases to be a member of the Society; or
 - (vii) fails to pay all arrears of subscription due from him or her within fourteen days after he or she has received a notice in writing signed by the Treasurer stating that his or her subscription is in arrears.
 - (viii) is disqualified from office under Subsection 63(1) of the Act.
- (8) In the event of a delegate dying or resigning from the Council or ceasing to be a member of the Branch by which he or she was appointed, or of his or her appointment being revoked by the Branch, the appropriate Branch shall appoint a replacement.
 - (9) Branch delegates shall be appointed by Branches annually. Branch Secretaries shall notify the Secretary of the names and addresses of their delegates for the coming financial year by the end of the current financial year.
 - (10) An Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, Australian Editor of The Australian and New Zealand Journal of Statistics and up to four members co-opted from Central Council is empowered to act on behalf of the Council during periods between Council meetings.
 - (11) The Council shall annually appoint a Circulation Manager who shall assist the Treasurer in his or her duties, in particular that of Rule 20(5).
 - (12) A person is not eligible to simultaneously hold more than one position on the Council.
 - (13) The Society in general meeting may by special resolution, subject to Section 50 of the Act, remove any member of the Council from the office of member of the Council before the expiration of the member's term of office.

13. Terms of Executive Office

- (1) The President, Secretary and Treasurer of the Society shall hold office until the Council Annual General Meeting following the end of the second financial year after the commencement of their term of office. The term of office of the Australian Editor shall be negotiated with the Editor on appointment. No member shall hold the office of President for successive terms, but other office bearers may choose to be eligible for re-election.
- (2) In the first year of a Presidential term of office, the Vice-President shall be the immediate Past President. In the second year of a Presidential term or office, the Vice-President shall be the President-elect for the ensuing year.
- (3) In the event of a vacancy in an office of the Executive, the Council may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the Annual General Meeting next following the date of the appointment.

14. Election of Executive Members

- (1) The Council shall elect the office-bearers of the Society from nominations in accordance with Sub-Rules (2) and (5) as follows.
- (2) There shall be a Nominating Committee consisting of the President as convener, the Vice-President, the Secretary, the Treasurer, the Australian Editor of The Australian and New Zealand Journal of Statistics, and the President for the time being of each Branch of the Society.
- (3) By 28th February in each year, the Nominating Committee shall submit to Council a list of not more than three names for each of those of the offices of Vice-President, the Secretary, the Treasurer that require election for the ensuing year. In the event that an election is necessary, a ballot shall be conducted before 31 March. Council shall appoint a member of the Society as

returning officer; the returning officer shall determine the manner of conducting the ballot.

- (4) Nominations of candidates for election as office-bearers of the Society may be made by any member of the Society or by any Branch Council of the Society to any member of the Nominating Committee, by 31st January in each year.
- (5) The Nominating Committee, before 31st October of the previous year, shall seek from each Branch nominations of candidates for election as office-bearers of the Society, for those offices that require election for the ensuing year.
- (6) The Nominating Committee shall act as a search committee for the Australian Editor of The Australian and New Zealand Journal of Statistics as required. The Nominating Committee's recommendation for the office of Editor shall be submitted to Council for Councils approval.
- (7) The officers-elect shall be entitled to attend all meetings of Council and Executive prior to their taking office.

15. Public Officer

The Council shall, within fourteen days of taking office, appoint a member of the Society resident in the Australian Capital Territory to be the Public Officer of the Society. The member so appointed may hold another office in the Council. If, at any time, the office of Public Officer becomes vacant, the Council shall appoint a replacement within fourteen days of its becoming vacant.

16. Committees

- (1) The Council may appoint committees of members of the Society with such terms of reference as it thinks fit. All such committees shall report their proceedings to the Council.
- (2) The Council may also appoint members of the Society to form joint committees with other organizations under such terms of reference as are satisfactory to the Council. All such joint committees shall report their proceedings to the Council.
- (3) The Council shall appoint an Accreditation Committee in accordance with the Regulations. The Accreditation Committee shall advise and make recommendations to Council on accreditation applications and other accreditation matters. The Accreditation Committee is responsible to Council and the Chair of the Committee shall be a member of Council.

17. Powers and Duties – Council

Subject to provisions of these Rules, the Council shall have power to do all things necessary to promote the objects of the Society. The powers of the Council shall include

- (1) the expenditure and investment of funds for the purposes of the Society;
- (2) the consideration of matters referred to it by the Branches; and
- (3) making, amending, suspending, or repealing Regulations which are consistent with these Rules. Such Regulations, of which each Branch of the Society shall be notified, shall remain in force for one year, after which they shall be confirmed, amended, or annulled by the Council;
- (4) the approval of payment of capitation fees to the Australian Statistical Publishing Association Incorporated.

18. Powers and Duties President and Vice-President

The President shall preside at all meetings of the Council, Society and committees at which he or she is present. In the absence of the President the Vice-President shall act with all the powers of the President. In the absence of both the President and Vice-President, a chairman elected by and from the members present shall preside and shall act with all the powers of the President.

19. Powers and Duties Secretary

The Secretary shall, under the direction of the Council, conduct the correspondence of the Council, record the proceedings of all meetings of the Council, and issue and receive all requisite notices.

20. Powers and Duties Treasurer

The Treasurer shall

- (1) receive all moneys due to the Society and deposit them in a bank or banks approved by the Council;
- (2) pay all moneys owed by the Society;
- (3) invest moneys of the Society in such manner as the Council shall from time to time direct;
- (4) keep proper books of account of the Society's receipts and payments, and prepare a summary of the accounts for each financial year for inclusion in the Council's annual report; and
- (5) in conjunction with the Circulation Manager maintain a centralized listing of members, members-at-large, Honorary Life Members, and Institutional members.

21. Powers and Duties - Australian Editor

The Australian Editor shall, in conjunction with the Coordinating Editor (if different to himself or herself) and the New Zealand Editor, and with the assistance of the Associate Editors, Technical Editor and Book Review Editor, edit The Australian and New Zealand Journal of Statistics.

22. Powers and Duties Auditor

- (1) At each Annual General Meeting of the Council of the Society, the members present shall appoint a person who is not a member of the Society as the auditor of the Society.
- (2) A person so appointed shall hold office until the Annual General Meeting next after that at which he or she is appointed, and is eligible for reappointment.
- (3) The first auditor of the Society may be appointed by the Council before the first Annual General Meeting, and, if so appointed, shall hold office until the first Annual General Meeting, unless previously removed by a resolution of the members at a General Meeting, in which case the members at that meeting may appoint an auditor to act until the first Annual General Meeting.
- (4) If an appointment is not made at an Annual General Meeting the Council shall appoint an auditor of the Society for the then current financial year of the Society.
- (5) If a casual vacancy occurs in the office of auditor during the course of a

financial year of the Society, the Council may appoint a person subject to Sub-Rule (1) above as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

23. Annual General Meeting of Council

- (1) The Council of the Society shall in each year hold an Annual General Meeting.
- (2) The Annual General Meeting shall be held on such date (being not later than five months after the close of the financial year of the Society) and at such place and time as the Council may determine.
- (3) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
- (4) The Annual General Meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the Annual General Meeting shall be
 - (i) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
 - (ii) to receive from the Executive Committee, auditor, and servants of the Society reports upon the transactions of the Society during the last preceding financial year;
 - (iii) to confirm election of the officers of the Society and any of its Committees;
 - (iv) to appoint the auditor and determine his or her remuneration;
 - (v) to confirm, amend or annul Regulations;
 - (vi) to select nominees for Section Chairs;
 - (vii) to set fees for capitation and accreditation, and to set such other fees as may be required from time to time.
- (6) The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- (7) All General Meetings other than the Annual General Meeting shall be called special General Meetings.
- (8) The President may, with the approval of the Executive, invite observers to all or part of General Meetings of the Council.

24. Annual General Meeting of the Society

- (1) The Annual General Meeting of the Society shall, subject to the Act, be convened on such date (being not later than five months after the close of the financial year of the Society) and at such place and time as the Council thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be
 - (i) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - (ii) to receive from the Council reports on the activities of the Society during the last preceding financial year, including the Annual Report prepared by the President and Secretary;
 - (iii) to receive and consider the audited statement of accounts and the reports that are required to be submitted to members pursuant to Subsection 73(1) of the Act;
 - (iv) to elect Section Chairs;
 - (v) to appoint signatories to operate on accounts.

- (3) An Annual General Meeting shall be specified as such in the notice convening it in accordance with Rule 26.
- (4) An Annual General Meeting shall be conducted in accordance with the provisions of these Rules.
- (5) All general meetings of the Society other than the Annual General Meeting shall be called special General Meetings of the Society.

25. Special General Meeting

- (1) The Council may, whenever it thinks fit, convene a special meeting of itself or of the members of the Society.
- (2) The Executive Committee shall, on the requisition in writing of not less than five members, convene a special General Meeting of the Council.
- (3) The Council shall, on the requisition in writing of not less than 10 percent of the total number of members, convene a special General Meeting of the Society.
- (4) A requisition for a special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Society and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (5) If the Executive Committee does not cause a special General Meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Society, the requisitionists or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (6) A special General Meeting convened by requisitionists in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Council, and all reasonable expenses incurred in convening the meeting shall be refunded by the Society to the persons incurring them.

26. Notices of General Meetings

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society the Secretary shall, at least fourteen days before the date fixed for holding a General Meeting of the Council or of members of the Society, send notice to all members of the Council, or notice in writing to all members of the Society, specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.
- (2) Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Society, the Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in Sub-Rule (1) specifying, in addition to the matter required under that Sub-Rule, the intention to propose the resolution as a special resolution.

27. Business and Quorum at General Meetings

- (1) All business that is transacted at special General Meetings and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.

- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- (3) One half of the members of the Council being present in person or by proxy shall constitute a quorum for the transaction of the business of a General Meeting of Council.
- (4) Twenty members present in person (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the transaction of business at a General Meeting of the Society.
- (5) If within one hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
- (6) The annual report of each Branch shall be tabled at the earliest possible meeting of Central Council.
- (7) The election of members-at-large shall be reported at meetings of Central Council.

28. President to Preside at General Meetings

- (1) The President, or in his or her absence, the Vice-President, shall preside as chairman at every General Meeting of the Council or Society.
- (2) If the President and the Vice-President are absent from a General Meeting, the members present shall elect one of their number to preside as chairman thereat.

29. Adjournment of General Meetings

- (1) The chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this Rule, it is not necessary to give any notice of an adjourned meeting.

30. Votes

- (1) Subject to Sub-Rule (3), upon any question arising at a General Meeting a member has 1 vote only.
- (2) Upon any question arising at General Meeting of the Council or Society, a member may vote personally or by proxy. Only a member of the Statistical Society of Australia Inc. may be appointed to act as proxy.
- (3) In the case of an equality of voting on a question, the chairman of the meeting is entitled to exercise a second or casting vote.

- (4) Subject to the Act, and except for special resolutions which are covered by Section 70 of the Act, questions arising at a meeting of the Society, Council or of any sub-committee appointed by the Council shall be determined by a majority of the votes of members of the Society, Council or subcommittee present at the meeting, or voting by proxy.

31. Appointment of Proxies

- (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.

32. Taking of Vote

If at a meeting a vote on any question is demanded, it shall be taken at that meeting in such manner as the chairman may direct, and the result of the vote shall be deemed to be the resolution of the meeting on that question.

33. When Vote to be Taken

A vote that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a vote that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

34. Executive Committee

The Executive (see Rule 12(10))

- (1) shall control and manage the business and affairs of the Council;
- (2) may, subject to these Rules, exercise all such powers and functions as may be exercised by the Society, other than those powers and functions that are required by those Rules to be exercised by General Meetings of members of the Council or the Society; and
- (3) subject to the Act and these Rules, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Society.

35. Meetings of the Executive

- (1) The Executive Committee shall meet at such times as it may determine.
- (2) Meetings of the Executive Committee may be convened by the President, or any two of its members.
- (3) Any three of the President, Vice-President, Secretary, Treasurer and the Australian Editor of the Australian and New Zealand Journal of Statistics constitute a quorum for the transaction of the business of a meeting of the Committee

36. Disciplining of Members

- (1) Where the Council is of the opinion that a member .
 - (i) has persistently refused or neglected to comply with the provisions of these Rules; or
 - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of the Society or to the statistical profession, the Council may, by resolution .

- (a) expel the member from the Society; or
 - (b) suspend the member from such rights and privileges of membership of the Society as the Council may determine for a specified period.
- (2) A resolution of the Council under Sub-Rule (1) is of no effect unless the Council, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under Sub-Rule (3), confirms a resolution in accordance with this Rule.
- (3) Where the Council passes a resolution under Sub-Rule (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
 - (i) setting out the resolution of the Council and the grounds on which it is based;
 - (ii) stating that the member may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the member that the member may do either or both of the following:
 - (a) attend and speak at that meeting;
 - (b) submit to the Council at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to Section 50 of the Act, at a meeting of the Council mentioned in Sub-Rule (2), the Committee shall .
 - (i) give to the member mentioned in Sub-Rule (1) an opportunity to make oral representation;
 - (ii) give due consideration to any written representations submitted to the Council by that member at or prior to the meeting; and
 - (iii) by resolution determine whether to confirm or revoke the resolution of the Council made under Sub-Rule (1).
- (5) Where the Council confirms a resolution under Sub-Rule (4), the Secretary shall, within 7 days after that confirmation, by notice in writing, inform the member of that confirmation and of the member's right of appeal under Rule 37.
- (6) A resolution confirmed by the Council under Sub-Rule (4) does not take effect .
 - (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (ii) where within that period the member exercises the right of appeal, unless and until the Society confirms a resolution in accordance with Sub-Rule 37(4).

37. Right of Appeal of Disciplined Member

- (1) A member may appeal to the Society in general meeting against a resolution of the Council which is confirmed under Sub-Rule 36(4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice under Sub-Rule (1), the Secretary shall notify the Council which shall convene a general meeting of the Society to be held within 21 days after the date on which the Secretary received the notice, or as soon as possible after that date.
- (3) Subject to Section 50 of the Act, at a general meeting of the Society convened under Sub-Rule (2) .

- (i) no business other than the question of the appeal shall be transacted;
 - (ii) the Council and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (iii) the members present shall vote by secret ballot on the question of whether the resolution made under Sub-Rule 36(4), that the resolution is confirmed.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution under Sub-Rule 36(4), that resolution is confirmed.

38. Income and Property of Society

- (1) The funds of the Society shall be derived from annual subscriptions and capitation fees of members, donations, and subject to any resolution passed by the Society in general meeting and subject to Section 114 of the Act, such other sources as the Council determines.
- (2) The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects and purposes of the Society and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Society.
- (3) The Society shall not .
 - (i) appoint a person who is a member of the Council to any office in the gift of the Society to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - (ii) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (4) Nothing in the foregoing provisions of this Rule prevents the payment in good faith to a servant or member of the Society of -
 - (i) remuneration in return for services actually rendered to the Society by the servant or member or for goods supplied to the Society by the servant or member in the ordinary course of business;
 - (ii) interest at a rate not exceeding ten per cent on moneys lent to the Society by the servant or member; or
 - (iii) a reasonable and proper sum by way of rent for premises let to the Society by the servant or member.

39. Disclosure of Interest in Contracts, etc

- (1) A member of the Council who is interested in any contract or arrangement made or proposed to be made with the Society shall disclose his or her interest at the first meeting of the Council at which the contract or arrangement is first taken into consideration, if his or her interest then exists, or, in any other case, at the first meeting of the Council after the acquisition of his or her interest.
- (2) If a member of Council becomes interested in a contract or arrangement after it is made or entered into, he or she shall disclose his or her interest at the first meeting of the Council after he or she becomes so interested.
- (3) No member of the Council shall vote as a member of the Council in respect of any contract or arrangement in which he or she is interested and if he or she does so vote his or her vote shall not be counted.

40. Custody and Inspection of Books

- (1) True accounts shall be kept -
 - (i) of all sums of money received and expended by the Society and the matter in respect of which the receipt or expenditure takes place; and

- (ii) of the property, credits, and liabilities of the Society, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Council for the time being, those accounts shall be open to the inspection of the members of the Society.
- (2) The Treasurer of the Society shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Society in such form and manner as the Council may direct.
- (3) The accounts, books, and records referred to in the preceding Sub-Rules (1) and (2) shall be kept at the Society's office or at such other place as the Council may decide.
- (4) Subject to the Act, the Regulations and these Rules, the Secretary shall keep in his or her control all records and other documents of the Society other than those referred to in the preceding Sub-Rules (1) and (2).
- (5) The records, books and other documents of the Society referred to in the preceding Sub-Rule (4) shall be open to inspection, free of charge, by a member of the Society at a time and place arranged by the member with the Secretary.

41. Banking and Finance

- (1) The Council shall cause to be opened with such banks as the Council selects banking accounts in the name of the Society into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (2) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by two of the three signatories appointed by the Society at its Annual General Meeting.

42 Notices

- (1) For the purposes of these Rules, a notice may be served on or given to a person
 - (i) by delivering it to the person personally, or
 - (ii) by sending it by pre-paid post to the address of the person, or
 - (iii) except where the Rule specifies notice in writing, by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (iii) (iii) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.
- (3) Notice may be served on a Branch of the Society by serving the notice on

the person registered with the Secretary as the Secretary of the Branch.

43. Alteration of the Rules

- (1) The Rules may be amended by special resolution at any general meeting of the Society in accordance with Subsections 33 and 70 of the Act, provided that notice of the proposed amendment has been sent to each Branch at least six weeks before the date of the meeting.
- (2) The objects and purposes of the Society may be amended in accordance with Subsection 30 of the Act.

44. Seal of the Society

- (1) The seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word "Seal".
- (2) The seal of the Society shall not be affixed to any instrument except by the authority of the Council and the affixing thereof shall be attested by the signatures either of two members of the Executive Committee or of one member of the Committee and of the Public Officer of the Society or such other person as the Council may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Council.
- (3) The seal shall be held at the Society's office (see Rule 3).

45. Awards

- (1) Any member of the Council of the Society may propose a person of distinction for election as an Honorary Life Member, delivering at the same time a written statement of the grounds on which the proposal is made. The question whether the person proposed shall be elected an Honorary Life member shall be decided at a meeting of the Council, of which at least fourteen days' notice, with details of the proposal, shall be given to each member of the Council. No person shall be elected by the Council as an Honorary Life Member unless at least three-quarters of the members of the Council vote in favour thereof.
- (2) An Honorary Life Member of the Society who is a member of a Branch of the Society shall not be required to pay an annual subscription to the Society
- (3) The Pitman medal may be awarded to a person selected on the basis of high distinction in Statistics. The procedure for making the award shall be identical to that for Honorary Life Membership. The medal may be awarded at most once annually.

46. Awards Committee

- (1) There shall be an Awards Committee consisting of the President and four other members of the Society to be elected by the Central Council, with the Secretary a non-voting member of the Committee. The elected members of the Committee shall come from at least three Branches, and one shall retire in turn at each Annual General Meeting of Council and be eligible for re-election. It is desirable that the Committee have as broad a representation as possible.
- (2) The Committee shall make recommendations to Council concerning the award of the Pitman Medal and Honorary Life Membership. The Committee may consider proposals for such awards or act as a search committee.
- (3) For the guidance of the Committee
 - (i) Rule 45 states that the Pitman Medal is awarded on the basis of high

- distinction in Statistics, at most once annually.
- (ii) Honorary Life Membership is usually awarded on the basis of service to the discipline of Statistics together with service to the Society at both branch and federal levels. The award will be conferred relatively infrequently.
- (4) The Committee shall make recommendations to Council regarding other awards and scholarships that the Society may, from time to time, establish.
 - (5) All deliberations of the Committee shall be confidential to the Committee.

47. Dissolution of the Society

- (1) The Society shall be dissolved by special resolution of a general meeting of the Society in accordance with Section 88 of the Act, provided that notice of the proposed resolution has been sent to each Branch at least twelve weeks before the date of the meeting, and provided that at a prior Council meeting at least two-thirds of the members of the Council voting in person or by proxy and at least two-thirds of the Branches vote in favour of such dissolution. For the purposes of this clause a Branch shall be deemed to vote in favour of such dissolution only if the majority of its delegates voting in person or by proxy, vote in favour thereof.
 - a. If the Society should be wound up or dissolved, any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to some society or societies having objects similar or in part similar to the objects of the Society.

The Statistical Society of Australia Inc

Regulations

(Adopted July 2004)

1. Sections

1.1 The Society has established special interest Sections in the following areas of statistical endeavour:

- (i) Statistical Computing;
- (ii) Survey and Management Statistics;
- (iii) Statistics in the Biological Sciences;
- (iv) Statistics in the Medical Sciences;
- (v) Statistical Education;
- (vi) Industrial Statistics;
- (vii) Young Statisticians;
- (viii) Bayesian Statistics

The Society may establish other Sections from time to time.

1.2 Each Section fosters activities in its area of interest by such actions as:

- (i) providing news of relevant activities to the Newsletter and to Branches;
- (ii) organising a segment of a Society Biennial Conference, subject to the agreement of the Programme Committee;
- (iii) organising a conference for that Section's members;
- (iv) conducting joint activities with other Societies.

1.3 Each Section is responsible to the Central Council through a Chairman who will be elected annually by the Annual General Meeting of the Society.

1.4 The President shall invite one of the Section Chairmen to each meeting of Central Council, as an observer.

1.5 The administrative structure of the Section is the responsibility of that Section.

1.6 Membership of a Section is open to all members of the Society and is obtained by requesting it at the time of paying for membership of the Society each year.

1.7 The Chairman of a Section shall receive the agendas and minutes of

Central Council meetings.

- 1.8** Proposals for major activities in a Section shall be presented to the Central Council for comment and approval.
- 1.9** The Central Council may authorise the payment of grants to a Section.
- 1.10** The Central Council may authorise a loan to a Section to meet expenses incurred in advance of an activity (e.g. a conference) being organised by that Section. Where activities are organised with another Society, agreements with that Society as to the sharing of surplus or deficit shall be agreed and approved in advance by Central Council. All Section surpluses or deficits shall return to Central Council.
- 1.11** Non-members of the Society who participate in an activity organised by a Section shall pay a fee equal to the fee for members plus an additional fee where appropriate.
- 1.12** At the end of each year each Section shall present an Annual Report, including a financial statement, to the Central Council, which may require that the financial statement be audited.
- 1.13** Council may choose to disband a Section either:
 - (i) on the recommendation of the Section; or
 - (ii) if the Section is deemed by the Council to have been inactive for at least four years, and to be no longer viable as a special interest Section of the Society; or
 - (iii) if the Section has persistently refused or neglected to comply with the provisions of these Rules and Regulations, or has persistently and wilfully acted in a manner prejudicial to the interests of the Society or to the statistical profession.

2. Guidelines for Council sponsorship of students to SSAI conferences

- 2.1** Council will normally sponsor honours or postgraduate students to attend the biennial Australian Statistical Conferences and the biennial specialist conferences which are held in alternating years. Sponsored students will normally be full-time postgraduate research students.
- 2.2** Up to two students will be sponsored from NSW and Victorian Branches, and up to one from the remainder. If, in any particular year, a Branch wishes to make a case for more than its quota, this case should be made to the Council meeting preceding the conference.
- 2.3** Preference will be given to (student) members of SSAI. Sponsorship will be granted only where it is felt that the sponsored students will

benefit.

- 2.4 The Branches are responsible for choosing the sponsored students and providing them with the information they need, and for notifying both the secretary and the conference secretary of the names of the sponsored students.
- 2.5 Each sponsorship is to consist of registration, standard accommodation and travel allowance. The travel allowance will be determined by the Executive six months prior to the conference.
- 2.6 The sponsored students are responsible for submitting a conference registration form and arranging their accommodation. Their registration fees will be waived and be taken from the Central Council's conference float; their accommodation will normally be paid by the conference, again coming from the Council's conference float, unless the accommodation provider is not agreeable to payment by the conference instead of the individual. The branches will be recompensed for the students' travel by Council.
- 2.7 The sponsored students will forward a brief written report on their conference experience to the next Council meeting after the conference.

3. Support for attendance at Council meetings and SSAI conferences

- 3.1 The Society shall pay for the fares (at most economy airfare), accommodation and incidental expenses to enable members of the Executive to attend Council meetings where attendance would otherwise be precluded.
- 3.2 The Society shall pay for the fares (at most economy airfare), accommodation and incidental expenses to enable one Branch member to attend Council meetings where the Branch could otherwise not be represented at the meeting. This representation will not include the President, Secretary or Treasurer of Central Council.
- 3.3 Where the President is required to participate in the biennial Australian Statistical Conference to present SSAI awards and the Presidential Address, and where sponsorship is unavailable from elsewhere, the Society shall sponsor the President to the extent of registration fees, travel expenses (at most economy airfare), accommodation and incidental expenses.

4. Code of Conduct

4.1 Introduction

The overall objective of the Statistical Society of Australia Incorporated

(SSAI) and its branches is to further the study and application of statistical theory and methods in all branches of learning and enterprise. In general, the public has no ready means of judging the quality of professional service except from the reputation of the provider. Membership of an association of professionals, such as the SSAI, will often be taken by the public as an assurance of ability and integrity. It is therefore essential that the highest standards are maintained by all members of the SSAI whenever they are acting professionally and whatever their level of qualification. In common with professional bodies in other fields, the Society has formulated its own rules as a Code of Conduct to define the behaviour expected of Society members practising in everyday professional life. This code of conduct has been drawn up to reflect the standards of conduct and work expected of all practising statisticians. It is a guideline for all members of the SSAI and is mandatory for all accredited members.

4.2 Authority

The authority for the SSAI Code of Conduct derives from its formal adoption by the SSAI at the AGM of 7 July, 1998. The Society binds itself to observe the principles of the code.

4.3 Rules of Professional Conduct

As an aid to understanding, these rules have been grouped into the principal duties which all members should endeavour to discharge in pursuing their professional lives.

4.3.1 The Public Interest

- (i) Members shall ensure that within their chosen fields they have appropriate knowledge and understanding of relevant legislation, regulations and standards and that they comply with such requirements.
- (ii) Members shall in their professional statistical practice have regard to procedures designed to ensure the highest ethical standards. In particular, members shall ensure that the collection of information and the publication of results shall observe relevant privacy laws.
- (iii) Members are encouraged to advance public knowledge and understanding of statistics and to counter false or misleading statements. Members shall not make any public statement in their professional capacity unless competent to do so and, where appropriate, authorised to do so.

4.3.2 Duty to Employers and Clients

- (i) Members shall carry out work with due care and diligence in accordance with the requirements of the employer or client and shall, if their professional judgement is overruled, indicate the likely consequences.
- (ii) Members shall not disclose or authorise to be disclosed, or use

for personal gain or to benefit a third party, confidential information acquired in the course of professional practice, except with prior written permission of the employer or client, or at the direction of a court of law.

- (iii) Members shall declare any interests, financial or otherwise, which could be perceived as influencing the outcome of work undertaken for a client or employer.
- (iv) Members should try to prevent the use of any misleading summary of data in their name. They should ensure that full disclosure is made of all assumptions and caveats.

4.3.3 Duty to the Profession

- (i) Members shall uphold the reputation of the Profession and shall seek to improve professional standards through participation in their development, use and enforcement, and shall avoid any action which will adversely affect the good standing of Statistics and Statisticians.
- (ii) Members shall not speak in the name of the Society without the authorisation of the Executive Committee of the Society.
- (iii) Members shall encourage and support fellow members in their professional development and, where possible, provide opportunities for the development of new entrants to the Profession.
- (iv) Members shall act with integrity towards fellow statisticians and to members of other professions with whom they are concerned in a professional capacity, and shall avoid engaging in any activity which is incompatible with their professional status. Whilst members of the Society are free to engage in controversy, no member shall cast doubt on the professional competence of another without good cause.

4.3.4 Professional Competence and Integrity

- (i) Members shall seek to upgrade their professional knowledge and skill and shall maintain awareness of technological developments, procedures and standards which are relevant to their field, and shall encourage their colleagues to do likewise.
- (ii) Members shall seek to conform to recognised good practice including quality standards which are in their judgement relevant, and shall encourage their colleagues to do likewise.
- (iii) Members shall only offer to do work or provide service which is within their professional competence and shall not lay claim to any level of competence which they do not possess.
- (iv) Members shall accept professional responsibility for work in their name, and any professional assessment which they are asked to give shall be objective and reliable.
- (v) Members should set out in writing any conflict, potential or actual, with the interests of the client or employer.

4.3.5 Disciplinary Procedures

A member is expected to act at all times in a manner likely to be judged by informed, respected, and experienced peers in possession of all the facts as the most ethical way to act in the circumstances. This code sets out certain basic principles that are intended to help members maintain the highest standards of professional conduct. Should a case arise where a member is believed to have wilfully acted in a manner which violates these principles then the disciplinary and appeal procedures set out in Rules 36 & 37 of the Society shall apply.

5. Optional Accreditation

Two types of professional accreditation are available to members who qualify:

- Graduate Statistician (GStat)
- Accredited Statistician (AStat).

The qualification of Graduate Statistician indicates that the holder has recently completed a course of study equivalent to a pass degree with a major in Statistics.

The qualification of Accredited Statistician indicates that the holder has a sound knowledge of Statistics at an advanced level, and has applied that knowledge competently and ethically through practice for several years.

Holders of the qualification must agree to follow the Society's Code of Conduct. It is expected that Accredited Statisticians will continue to keep abreast of new developments in Statistics through appropriate professional development activities.

5.1 Eligibility

Who may apply

A financial member of the SSAI may apply to the Council to become a Graduate Statistician or an Accredited Statistician. These qualifications are available as options to members, in addition to membership of SSAI.

Post-nominal letters

A financial member with the qualification of Accredited Statistician may use the abbreviation AStat after his or her name (for example: Karl Pearson, AStat). A financial member with the qualification of Graduate Statistician may use the abbreviation GStat.

Organisational structures

5.2 Accreditation Committee

There shall be an Accreditation Committee to make recommendations to Council about applications for accreditation, and about the accreditation processes. The Committee is responsible to Council, reporting to Council at

least once a year.

5.2.1 Terms of Reference

- (i) to assess applications for the qualifications of Graduate Statistician and Accredited Statistician according to the requirements for qualification as stated below;
- (ii) to make recommendations to Council on applications for accreditation;
- (iii) to assess applications from Universities for accreditation of specified degree programs according to the requirements for qualification as stated below;
- (iv) to make recommendations to Council on such applications for accreditation;
- (v) to make recommendations to Council about the accreditation process, and to produce guidelines on the process for Council's consideration or as requested by Council;
- (vi) to provide feedback to universities and other interested bodies as requested by Council;
- (vii) to provide a proforma for applications.

5.2.2 Composition of the Committee

- (i) After consulting with the Chair of the Accreditation Committee the Central Council will determine the size of the Committee for the following year at the Annual General Meeting of the Council. The members are to be appointed by Council from applications obtained by advertisement in the Newsletter or from members proposed by the Nominating Committee of Council. The Committee should be as representative as possible of the Branches and interests of the Society, the statistical profession and of areas of statistical expertise. Appointments will normally hold the qualification of Accredited Statistician and must be members of SSAI.
- (ii) Committee members normally will serve for three years. The Chair will normally have served for at least one year, not necessarily immediately before appointment to Chair, as a Committee member. The Chair will be elected annually by the Committee with the appointment ratified by Council. Continuous service on the Committee, as member or Chair, will normally not exceed four years.
- (iii) The appointments will normally be made at the Annual General Meeting (AGM) of the Council, with the call for applications being made at least two months before the Council AGM. Appointments to occasional vacancies will be made by Council on recommendations from the Executive after calling for nominations. If an election by Council is necessary for filling an occasional vacancy, it will be conducted by electronic or postal vote.
- (iv) The Committee Chair will be ex-officio a member of Council.
 - (iv) For a particular application the Committee will have the authority to consult non-committee members if it wishes to augment its knowledge of a particular area of statistical work whilst at all times ensuring appropriate confidentiality is maintained.

Requirements for qualification

5.3 Graduate Statistician

The Graduate Statistician (GStat) qualification requires an educational achievement only.

5.3.1 Education requirement

Holders of the qualification of Graduate Statistician shall meet at least the following educational requirements, provided no more than eight years has elapsed since the award of the degree or equivalent on which the application is based:

1. A pass degree from an Australian university, or equivalent qualification.
2. A minimum of 25% of a year's study in Statistics in total at second year level, and a minimum of 50% of a year's study in Statistics at third year level.
3. The applicant holds a four year Honours degree in Statistics, or the applicant has achieved a minimum average grade of 65% (that is, a credit average or equivalent) in their Statistical major at third year level or in the Statistics postgraduate coursework in the degree that forms the basis of their application.
4. Units involving statistical inference, data analysis, statistical communication skills and the use of a statistical package.
5. Several units covering material from the following list: probability and distribution theory, linear models, design of experiments, sampling methods, multivariate analysis, analysis of categorical data, time series, survival analysis, statistical consulting, statistical graphics, databases.

5.3.2 Supporting documentation

- a. Applicants who have graduated from a degree program accredited under Regulation 6.2 need provide only their Academic Transcript that provides evidence of the qualification.
- b. Other applicants must provide copies of Academic Transcripts and details of the statistical courses they have studied, years and institutions, including a listing of their second and third year level and Honours Statistics subjects/units, and any Statistics coursework in higher or postgraduate degrees, if such degrees form part of the application. The applicant should supply details of the content of courses in the application. In certain cases, the Accreditation Committee may require further information about course content from the degree-granting institution.

Notes:

- a. Where a substantial part of an honours year consists of a research thesis, the applicant should include a statement from the awarding university of the proportion of the thesis that is statistical. In such circumstances, the Accreditation Committee may require a copy of the thesis to be produced.
- b. Graduate Diplomas in Statistics, depending on their origin, may satisfy the degree requirement under one or other of the above two categories. In deciding whether the course requirements above have been met, the Accreditation Committee shall judge the standard and level.
- c. It is expected that applicants be graduates. The Accreditation Committee shall judge whether this requirement is met in cases where there is no obviously equivalent Australian degree.

5.4 Accredited Statistician

The Accredited Statistician (AStat) qualification requires both appropriate educational qualifications and relevant practical experience.

5.4.1 Education

1. Holders of the qualification of Accredited Statistician shall meet at least the education requirement for the GStat (see 5.3.1).
2. Under exceptional circumstances, applicants may be accredited who do not satisfy the education requirement above, but who can demonstrate a breadth of knowledge and understanding of both theoretical and applied Statistics equivalent to at least the education requirement for GStat together with a first or second class Honours degree including an honours year with at least 50% statistical content.

5.4.2 Experience

The applicant needs to demonstrate an appropriate level of competence in the application of statistical methods. Here, *application* refers to the use of statistical methods in connection with analysis and/or modelling and/or reporting of work in which the handling of real-world data is an important part. Theoretical work is not sufficient of itself; the emphasis is on application to data, not on research into the theory of statistics. This should not be taken to exclude work in which the primary focus is theoretical, as long as there is a part that can be regarded as application.

- a. Where the educational requirement is met through 1 of 5.4.1, a further six (6) years of practical experience is required.
- b. Where the educational requirement is met through 1 of 5.4.1 and the applicant has a first or second class Honours degree including an honours year with at least 50% statistical content, a further four (4) years only of practical experience is required.
- c. Where the educational requirement is met through 2 of 5.4.1, at least ten (10) years of practical experience is required.
- d. For at least three (3) years of the qualification period, applicants must have taken *responsibility* for the statistical content of their work.

- e. Practical experience is not limited to paid employment; it may occur in a range of forms of practical activity. The Accreditation Committee will consider any practical experience which the applicant believes to be relevant.
- f. In considering the evidence for experience, the Accreditation Committee will take into account the length of experience and the level of expertise involved, and may exercise discretion in considering what constitutes *evidence* of experience and expertise.
- g. Applicants who have undertaken study for higher or other postgraduate degrees in Statistics may count some of their years of study for these degrees, up to a maximum of two-thirds of the study, towards the experience qualification, provided it fits within the practical experience requirements.

Examples

The following list gives examples of types of experience which would be considered:

- Leading statistical projects requiring a significant amount of statistical analysis or modelling.
- Undertaking statistical analysis of data and reporting on the results.
- Having responsibility for the interpretation and presentation of statistical information.
- Designing statistical databases and reporting systems.
- Provision of professional advice and opinions on statistical issues.
- Carrying out and implementing research to develop new methods to solve significant applied statistical problems.
- Taking responsibility for the design and analysis of statistically-based surveys.
- Managing and taking responsibility for statistical quality in a Statistics section whose work falls in one or more of the above areas.

5.4.3 Responsibilities of AStat

An Accredited Statistician must agree to abide by the Society's Code of Conduct, which is given in Regulation 4.

5.4.4 Application Processes

All applications are to be treated in confidence.

Applications shall be made on the appropriate form.

It is the responsibility of the applicant to demonstrate that the requirements are met.

Applicants must provide evidence (such as a transcript or degree certificate) that they meet the *educational* requirement.

Applicants must provide details of up to five publications, reports or the like, demonstrating they meet the *experience* requirements. Copies of two of these should be made available. These materials should be in English.

Where confidentiality of reports may be an issue, the applicant should consult the Executive Officer. See also 5.4.5.

Applicants must provide the details of two referees willing to provide a confidential report. Their reports will be obtained by the Executive Officer of the Society. Both referees should be in a position to comment on the applicant's work from first-hand knowledge and at least one referee should be an Accredited Statistician or hold an equivalent qualification awarded by another professional statistical organization.

Where the applicant is not able to provide a referee who holds AStat or an equivalent qualification, the Accreditation Committee may at its discretion accept reports from another statistician of seniority in the profession. If referees are clients (using the word "clients" in the broadest sense of covering all possible recipients of a statistician's work) or professional colleagues who are not statisticians, they may be asked to describe their level of expertise in Statistics and why they are suitable referees for assessing the applicant's work. The Committee will not necessarily be limited to obtaining information from only the nominated referees. Further evidence may be required in some cases.

5.4.5 Confidentiality of applicant's evidence

Where confidentiality may be an issue regarding the submission of reports and similar material, the applicant should approach the Executive Officer of the Society for advice. The Accreditation Committee has established procedures for protecting confidentiality of reports should such restrictions inhibit presentation of evidence of practical experience. Applicants are then advised to:

- (i) ensure that they have permission for members of the Committee to review the material,
- (ii) enclose the material in its own sealed envelope before transmission to the SSAI Office, and
- (iii) nominate up to two members of the Committee who should not see the material.

Members of the Accreditation Committee selected to review the material then sign a non-disclosure agreement in relation to the documents they will review. No one else on the Committee will see the material.

5.5 Mutual exclusivity of GStat and AStat

The qualifications of Graduate Statistician and Accredited Statistician may not be held simultaneously.

5.6 Ratification

The Accreditation Committee is responsible to Council. Committee recommendations on applications for accreditation must be ratified by the Executive, on behalf of Council, who will either accept the Committee's recommendations or return them to the Committee for reconsideration. In the

latter case, the Executive shall provide reasons for its request for reconsideration. Council shall notify all applicants of the outcome of their application. In the case of unsuccessful applications a copy of the Accreditation Committee's report will be sent to the applicant. In the case of successful applications Council shall also notify the relevant Branch.

5.7 Appeals

An appeal against an unsuccessful application for accreditation may only be made on the basis of procedural error. An applicant has four weeks from the date of receipt of notification of the unsuccessful application to lodge an appeal with the Society Secretary. The appeals will be considered by the Executive of the Society. Their decision will be final.

5.8 Maintenance of Accredited Qualification

Accredited Statisticians shall provide to the Accreditation Committee every five years, including any years of cessation of financial status, or membership of the Society, or accredited membership, a summary of their activities in that five years to demonstrate at least continuing contact/involvement with Statistics and the practice of Statistics appropriate to them, plus the name of 1 referee to be contacted if desired. The Committee will discount temporary interruptions to employment, and parental leave.

Accredited qualification is suspended if an accredited member ceases to be a financial member of the Society, and is reinstated only on payment of all outstanding dues. The elapsed time of being deemed accredited, in terms of possible re-accreditation, is unchanged.

Accredited qualification is rescinded on cessation of membership of the Society, but restored on resumption of membership of the Society within five years of membership cessation. An accredited member may choose to terminate his/her accreditation qualification. The qualification may be reinstated at the discretion of the Committee and Council, subject to the maintenance requirement above.

5.9 Confidentiality

Applications and maintenance reports may be accessed by the Committee during considerations but are stored confidentially. Part or any of their contents may be released only with the consent of the member concerned. In the case of an appeal, the Executive of the Society may also access the papers relevant to the appeal.

5.10 Fees and Records

A fee shall accompany each application to the Accreditation Committee. Unsuccessful applicants shall receive a refund of part of this fee. The application fee for Accredited Statistician status shall be \$220, with \$50 refunded if the application is not successful. The application fee for Graduate Statistician status shall be \$66, with \$20 refunded if the application is not successful. The initial accreditation fee shall be made with the application. A fee shall accompany an appeal against an unsuccessful application. This fee

shall be equal to half the amount of the refund as stated above. Accredited Statisticians shall pay an additional annual capitation of \$44. This extra annual capitation will apply in the next Branch financial year after the qualification is approved. The extra annual capitation fee for AStat shall be payable with ordinary subscription fees. Central Council shall inform Branches regularly which of their members are accredited. The part-time executive officer will help with all membership and record-keeping aspects, as well as publicity, providing assistance to Branches and accredited members as well as centrally.

5.11 *Disciplinary Issues*

Loss of accreditation other than by resignation, non-payment of SSAI fees or member's choice, is a disciplinary matter, covered by the current Constitution (as required by the Incorporation Act) in Rules 36 and 37.

6. Accreditation of degree programs

6.1 The Qualification

A University may apply to the Council to have a specified degree program accredited by the Society for a period of 3 years. Graduates who complete such a degree program in the specified years, who are members of the Society and who make application, are entitled to the qualification of Graduate Statistician.

Accredited degree courses are entitled to include the following wording in their promotional and other material:

"Students who graduate from this degree program will, on joining the Statistical Society of Australia, be automatically entitled to accreditation as a Graduate Statistician."

The University has an obligation to notify the Society if any material changes are made to the degree program during that period of 3 years. Accreditation may be withdrawn if the Society believes that the program no longer meets the required standard.

6.2 Requirements for Qualification

Degree programs which qualify for Accreditation shall meet the following requirements or be of equivalent standing:

1. All students should be required to undertake a minimum of 25% of a year's study in Statistics in total at second year level, and a minimum of 50% of a year's study in Statistics at third year level.
2. All students should be required to undertake units which involve statistical inference, data analysis, statistical communication skills and the use of a statistical package.
3. All students should be required to take several units covering material from the following list: probability and distribution theory, linear models, design of experiments, sampling methods, multivariate analysis, analysis of categorical data, time series, survival analysis, statistical consulting, statistical graphics, databases.

Applications should include photocopies of the formal University documents which provide the detailed degree requirements and should, in a separate document, include the following information:

1. the percentage of Statistics which is compulsory at each year level of the program, with an identification of those subjects and their content,
2. the percentage of Statistics which is available for students to undertake at each level of the program,
3. the number of "points" in each subject and the total number of points required in each year of the program,
4. the staff available to teach in the program and their qualifications.

It is noted that in some cases, a degree program with a Major in

Statistics may not be considered sufficient but an Honours degree from the same program might qualify.

6.3 Ratification

The Accreditation Committee is responsible to Council. Committee recommendations on applications for accreditation of degree programs must be ratified by the Executive, on behalf of Council, who will either accept the Committee's recommendations or return them to the Committee for reconsideration. In the latter case, the Executive shall provide reasons for its request for reconsideration. Council shall notify all applicants of the outcome of their application. In the case of unsuccessful applications a copy of the Accreditation Committee's report will be sent to the applicant. In the case of successful applications Council shall also notify the relevant Branch.

6.4 Appeals

An appeal against an unsuccessful application for accreditation may only be made on the basis of procedural error. An applicant has four weeks from the date of receipt of notification of the unsuccessful application to lodge an appeal with the Society Secretary. The appeals will be considered by the Executive of the Society. Their decision will be final.

6.5 Maintenance of Accredited Qualification

Universities with accredited degree programs shall re-apply to the Society every three years, by either completing a new application or by providing a summary of any changes made to the degree program since the previous accreditation.

6.6 Fees

A non-refundable application fee shall accompany each application for accreditation of a course. A fee shall also be payable for reaccreditation on the expiry of each three year period of accreditation. These fees shall be determined by the Executive Committee on the recommendation of the Accreditation Committee.

6.7 Conflict of Interest and Confidentiality

The Accreditation Committee has established procedures where the applying University may consider that there is a potential for conflict of interest. In such a case, the University may nominate up to two members of the Committee who should not evaluate the material.

Applications and maintenance reports may be accessed by the Committee during considerations but are stored confidentially. In the case of an appeal, the Executive of the Society may also access the papers relevant to the appeal.

7. The E.J.G. Pitman Prize

This prize is awarded for the most outstanding talk presented by a “young statistician” at an Australian Statistical Conference.

7.1 Rules of the Prize

The following rules apply:

- 7.1.1 Only members of the Statistical Society of Australia Inc. are eligible.
- 7.1.2 “Young Statistician” will mean a person enrolled for a degree who is studying either full-time or part-time without age limit, OR a person who graduated with a Bachelor's degree within the past five years, OR a person awarded a postgraduate degree within the past year.
- 7.1.3 The Prize is to be at a value determined by the Council from time to time. A certificate will also be presented to the winner.
- 7.1.4 A Prize Committee, consisting of members of the Society, will be appointed by Council after consultation with the Conference Convenor. Members of the Prize Committee will attend all eligible talks at the ASC and after discussion make a decision. The Prize Committee's decision will be final.
- 7.1.5 If, in the opinion of the Prize Committee there are no candidates of sufficient merit then no prize will be awarded.
- 7.1.6 The E.J.G. Pitman Prize can be awarded at most once to any given person.

7.2 Criteria for the award of the E.J.G. Pitman prize

In awarding the Prize the Prize Committee will consider the following:

- (i) the motivation and setting of the general context,
- (ii) the organisation and structure of the talk,
- (iii) the originality of the substance of the talk,
- (iv) the presentation of the material and rapport with the audience.

8. Criteria and Processes for Honorary Life Membership and the Pitman Medal

- 8.1 For the Pitman medal, achieving ‘high distinction in Statistics’ involves having made a major impact on the discipline of Statistics. Excellence in research and scholarship is a necessary but not sufficient component of this definition. The work should have enhanced the international standing of Australia in the discipline of Statistics. A recipient of the Pitman medal should normally be a member of the Society, but a case may be made for a nominee who is not currently a

member of the Society.

- 8.2** For Honorary Life Membership the combination of service to the discipline of Statistics at both branch and national levels should have achieved a significant impact, distinction and/or been effective in change. Contributions to the profession may take a number of forms, but should be well established and supported by eminent members of the statistical or cognisant professions. A certificate plus citation are presented to Honorary Life Members.
- 8.3** The Awards Committee normally will meet every two years, in the November of the year preceding an Australian Statistical Conference (ASC). If a Council member wishes to make a nomination such nomination should normally be made by the November of the year preceding an ASC. The Committee should normally place their recommendations before Council at its February meeting. This does not prevent the Awards Committee from meeting at any other time it sees fit, nor does it prevent nominations from being made at other times if appropriate.
- 8.4** The recommendations from the Awards Committee to the Council should be accompanied by a draft citation, and a recommendation should not normally go to Council unless at least four out of the five members of the Awards Committee vote in favour thereof. Recommendations and draft citations shall be strictly confidential and available only to voting members of Council during discussion. As with the Awards Committee, minutes will not be kept of either discussion or vote and all material of the Council meeting relating to the nominations will be destroyed at the completion of the meeting. If more than one award (of any type) is proposed by the Awards Committee, then Council is to vote on each award.
- 8.5** Awards approved by Council will be announced in the Newsletter and presented at the next ASC.

9. Service Awards

A Society Service Award may be awarded to a Society member in recognition of sustained and significant service to the Society. There are no formal limits on the number or frequency of these awards, but they should be given only for extended periods of significant service. The Awards Committee will make recommendations for such an award to Council, and the processes will normally be as for the Pitman medal and Honorary Life Membership. Honorary Life Members are ineligible for Society Service Awards. A certificate is presented to the recipients of an award.