AAAHP

AUSTRALIAN ANAESTHESIA ALLIED HEALTH PRACTITIONERS

CONSTITUTION 2024

Modified by Ray Murtagh, AAAHP Registrar
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AIMS

- Security and preservation as Anaesthesia Technicians and Anaesthesia Allied Health Practitioners.
- Further education and Continuing Professional Development.
- Promote the Society nationally as a professional body throughout Australia.
- Facilitate the free exchange of information between regions.

OBJECTIVES

- Working toward National Registration.
- Achieve professional status and recognition for registrants of the Society.
- Monitor complaints of accredited registrants through the appropriate state bodies.
- Remodel policy and procedures.
- Present a united voice for Anaesthesia Allied Health Practitioners throughout Australia.
- Upgrade, protect and advance the interests of the Society and its registrants.
- Promote the Code of Ethics and publish and maintain a Code of Practice applicable to registrants.
- Encourage advancement in relation to education and work.
- Collaborate with external educational professional bodies regarding National Standards.

CODE OF ETHICS All registrants of the Society are required to abide by the following Code of Ethics, promoted for the benefit of registrants and the protection of patients.

- Perform duties with skill, care and judgement, promote and protect the rights and wellbeing of the patient, and provide patient advocacy.
- Patient confidentiality shall be respected and maintained at all times.
- Work as part of a multidisciplinary team and respect the role of other team members.
- Work within your scope of practice.
- Endeavour to achieve and maintain high individual standards of knowledge and impart such knowledge to fellow colleagues.

1 1. NAME

The name of the Society (hereinafter called "the Society") shall be the Australian Anaesthesia Allied Health Practitioners (AAAHP).

2 2. REGISTERED ADDRESS

The official postal address of the Society shall be:

AAAHP Secretary PO Box 656 Lavington NSW 2641 Australia

3 3. OBJECTIVES

The objectives of the Society shall be pursued by lawful means:

3.1 Promote education for all registrants by making available up-to-date information on all aspects of the profession.

3.2 Protect and advance the interests of the Society.

3.3 Achieve professional status and recognition for registrants of the Society; receive and disseminate information amongst registrants and others; promote a Code of Ethics and Code of Conduct applicable to registrants; promote the intellectual and general advancement of registrants; and, where considered necessary, advocate their rights.

4 4. APPLICATION OF INCOME AND PROPERTY

The income and property of the Society, from whatever source derived, shall be applied solely towards promoting the objects of the Society set forth in this Constitution.

4.1 No portion shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or otherwise to persons who are or have been registrants.

4.2 Nothing herein prevents good-faith payment of remuneration to an Officer or registrant of the Society, or another person, for services rendered or amounts lawfully due.

4.3 Monies secured in the Society's name by an Officer as a contribution, donation or sponsorship are to be paid directly and immediately into the Society's accounts and used for their intended purpose. Other funds are distributed at the Committee's discretion.

4.4 All ad hoc expenditure above $200 must be approved by the AAAHP Committee.

5 5. REGISTRATION

Voluntary Registration 5.1 Any person resident in Australia or New Zealand who has successfully completed examinations and training prescribed or recognised by the Society is eligible to become a FULL registrant. New regions may be added by a two-thirds majority vote of the Committee. FULL registrants have exclusive voting rights.

5.2 Student Registration: Current student registration is $25 and applicants must comply with all documentation listed on the website.

5.3 Associate Membership: An Associate Member is a person not eligible for full membership who has an interest in AAAHP and wishes to receive the journal and other AAAHP literature. Associate Members cannot take part in AAAHP meetings and have no voting rights. Associate Membership does not imply qualification or competence to practise as an Anaesthetic Technician.

6 6. REGISTRATIONS AND EXPULSION OF REGISTRANT

6.1 REGISTRATION 6.1.1 Full registration is available to any person holding a recognised AAAHP qualification.

6.1.2 The Registrar will maintain a register of acceptable qualifications. Criteria will be based on standards laid down for affiliated associations by the National Office of Overseas Skills Recognition (NOOSR).

6.1.3 Continued Full Registration may be considered for a Committee registrant temporarily leaving the profession (for example, going overseas or working in an allied area) for a restricted time determined by the Committee. The application must be presented to a Committee Meeting for evaluation.

6.1.4 Applications for any class of registration must be submitted through the online membership portal on the AAAHP website and/or by application form to the AAAHP Registrar. The Registrar will assess and manage all applications.

6.1.5 Applicants will be notified of the result by email.

6.1.6 After approval by the Registrar and receipt of payment, the applicant will receive registration notice by email.

6.1.7 If an application is denied, the applicant has 14 days from the initial application to request an explanation from the Committee. Enquiries must be submitted to registrar@aaahp.org.au.

7 7. LIFE REGISTRATION

A registrant may be nominated for Life Registration where all applicable criteria are met:

1) At least 20 years of continuous service as a Full Member of AAAHP or its previous names, ASAPO or WASAT.

2) At least five years served in a committee capacity.

3) Current or past members are eligible.

4) Nominations may only be submitted by a current AAAHP member.

5) Only two Life Memberships may be granted every five years.

6) Nominations require a two-thirds AAAHP Committee vote.

7) A nominee who is a Committee member must abstain from the vote.

8) Nominations must use the AAAHP Life Membership Nomination Form, Appendix 1.

9) Nominations must be emailed to the AAAHP Secretary at secretary1@aaahp.org.au.

10) Successful nominations will be announced at the National Conference AGM.

A Life Registrant has all rights and privileges of registration, may hold office and vote at meetings, and is not liable to pay subscriptions or levies.

8 8. RESIGNATION OF REGISTRANT

A registrant may resign or withdraw voluntary registration by giving at least one calendar month's written notice. If no notice is received, the member's records shall be suspended and charges ceased. If the member later reapplies, a $20 administration fee plus the membership fee will apply.

9 9. MANAGEMENT

Management of the Society is vested in the Committee, comprising a President, Vice-President, Secretary (who is the Public Officer), Public Relations Officer and Education Officer, elected from the possible nine state representatives at the AGM. The Treasurer and Registrar manage the financial and registration details. Those two positions are chosen from eligible member nominations received by the Committee and held for a three-year term.

9.1 State representation: Queensland - 2; New South Wales - 2; Victoria - 2; Western Australia - 2;

Australian Capital Territory - 1.

Only members who have held continuous AAAHP membership for three years are eligible to hold executive positions.

10 10. ELECTIONS OF OFFICERS TO EXECUTIVE COMMITTEE

10.0 The President, Vice-President, Secretary, Public Relations Officer and Education Officer shall be elected at an Annual General Meeting. The Registrar and Treasurer are not part of the Committee. They are selected from nominations from the AAAHP membership and allocated by the Committee for three-year terms.

11 11. GENERAL MEETINGS

11.1 A General Meeting shall be held once in each calendar year, not more than eighteen months after the preceding meeting, at a time prescribed by the Society in General Meeting or appointed by the Committee. If an Annual General Meeting is not held, a General Meeting shall be held in the following month and may be convened by two Full Registrants in substantially the same manner as Committee-convened meetings.

12 12. NOTICES OF GENERAL MEETINGS

12.1 At the discretion of a Committee member, notice shall specify the place, day and hour of the meeting and, for special business, the general nature of that business. Notice shall be given in the manner prescribed by the Society to persons entitled to receive it.

12.2 Notice is deemed duly given if left at or sent by prepaid post to the registered address of the Regional Area.

12.2 The accidental omission to give notice, or non-receipt of notice by a registrant, does not invalidate meeting proceedings.

13 13. PROCEEDINGS AT GENERAL MEETINGS

13.1 Business for which notice is given is special business, as is business transacted at a General Meeting, except consideration of accounts, balance sheets, Committee and Auditor reports, election of the Committee and Officers replacing those retiring by rotation, and determination of Auditor remuneration.

13.2 If a quorum is not present within fifteen minutes of the appointed time, a meeting convened on requisition of registrants is dissolved. Otherwise, it is adjourned to the same day, time and place in the following week. At the adjourned meeting, registrants present after fifteen minutes constitute a quorum.

13.3 If the President is absent or unwilling to act within fifteen minutes, the Vice-President shall preside. If the Vice-President does not do so, the Committee shall nominate and vote on a chairperson.

13.4 With the consent of a meeting at which a quorum is present, the President may adjourn it.

Only unfinished business may be considered at the adjourned meeting. If adjourned for seven days or more, notice must be given as for an original meeting.

13.5 A resolution is decided by show of hands unless a poll is demanded by at least two registrants present and entitled to vote. The President’s declaration and the corresponding minute-book entry are conclusive evidence of the result.

13.6 A duly demanded poll shall be conducted as directed by the President, and its result is deemed the meeting’s resolution.

13.7 In the event of equal votes, the President has a second casting vote.

13.8 A poll on election of a President or adjournment is taken immediately. A poll on another question is taken when the President determines.

14 14. MEMBERS OF THE COMMITTEE

The office of a Committee registrant is vacated if the registrant:

14.1 Fails to attend three consecutive Committee meetings without good and sufficient reason.

14.2 Is unable through ill health or business reasons to perform their duties.

14.3 Becomes bankrupt.

14.4 Through conduct, continual quarrelling, political activity or sectarianism brings discredit upon the movement. Cooperation must exist within the Committee.

14.5 Fails to take an interest or be involved in Society activities.

14.6 Where a vacancy occurs by death or otherwise, it shall be filled by the state body to which the member belonged. A Committee registrant may be removed by a two-thirds Committee majority at a meeting convened for that purpose.

15 15. DUTIES AND POWERS OF THE COMMITTEE

15.1 Control the Society’s assets and invest its funds as it sees fit.

15.2 Advise on appropriate action and agreements in industrial matters.

15.3 Enter contracts and agreements to regulate supplies of commodities to registrants.

15.4 Manage, control and direct the Society’s affairs and carry its objects into effect.

16 16. COMMITTEE MEETINGS

16. The Committee shall meet every eight weeks, either in person at an agreed place and time or by electronic media, including teleconference or videoconference, at a time agreed by the President.

17 17. AUDIT

The Society's Auditor shall be appointed by the Executive Committee and shall appoint a chartered accountant to audit the accounts at least once each financial year and certify the Annual Balance Sheet.

18 18. INSPECTION OF BOOKS AND REGISTER

A Committee registrant or AAAHP registrant may inspect the Books of Account, Minute Books and Register of Registrants at the Society's office by written application to the Secretary, who shall fix a date and time without undue delay.

19 19. BANK ACCOUNT

Society funds shall be operated by electronic banking approved by two of the President, Treasurer and Registrar, managed by the Treasurer and Registrar or two other approved Committee members.

20 20. ALTERATIONS OF CONSTITUTION

This Constitution may be added to, repealed or amended at an Annual General Meeting of registrants, provided notice of the proposed addition, deletion or alteration is set out in the notice convening the meeting.

21 21. DISSOLUTION OF SOCIETY OR DISTRIBUTION OF ASSETS

21.1 A General Meeting called for the purpose may, by a two-thirds majority of Committee registrants present and eligible to vote, resolve that the Society be dissolved.

21.2 On winding up or dissolution, property remaining after satisfaction of debts and liabilities shall not be distributed among registrants. It shall be transferred in equal portions to the Associations, or to a registered charitable organisation nominated by consensus of the General Meeting. A dissolution resolution must be confirmed by a similar majority at a subsequent General Meeting held not less than twenty-one days later.

22 22. NATIONAL CONFERENCE

22.1 No region shall hold the National Conference for two years after hosting it. Venues include, but are not limited to, Sydney, Melbourne, Brisbane and Perth.

22.2 A Conference Committee comprises the AAAHP Treasurer, AAAHP Registrar, two AAAHP representatives from the host state and five other volunteers. The Conference MOU outlines each group's duties. The Executive Committee has sole rights to accept or reject any payment, and the AAAHP Committee has sole rights to accept or reject chosen venues.

22.3 Conference and Trade Display correspondence shall be distributed on AAAHP letterhead.

Copies are to be retained by the host state and sent to the Secretary.

22.4 All funds received, including sponsorship and delegate payments, shall be paid into the AAAHP general account and receipted.

22.5 Debts or payable accounts shall be paid from the AAAHP general account on receipt of an invoice or written request, by cheque or electronic transfer.

22.6 Each host region may send one representative to one major conference in another region under the AAAHP Constitution to promote its conference, subject to the following conditions:

22.6.1 The representative must be a senior organiser of the host region's AAAHP Conference Committee or the AAAHP Public Relations Officer.

22.6.2 Only one Committee person per term of the AAAHP Committee.

22.6.3 Funding covers reasonable accommodation, airfares and transfers. Other reasonable costs are met by the member and must be approved by the Committee. Travel quotes are required before payment.

22.6.4 The host region representatives will be the two AAAHP representatives from that state.

23 23. EDUCATION AND TRAINING FUND

23.1 The Society maintains a separate fund to support its Aims and Objectives and may provide funds to registrants, on written request, for continuing education and training.

23.2 On 1 July each year, available funding is allocated by state according to the number of full financial members in each state at 31 December of the preceding year.

23.3 Example: at 31 December 2018 there were 250 full financial members. On 1 July 2019 the Committee allocated a maximum of $10,000, notionally $40 per member: NSW/ACT 50 members = $2,000; Queensland 100 = $4,000; Victoria 40 = $1,600; Western Australia 60 = $2,400; total $10,000.

23.4 Members may apply in writing for full or partial funding up to $250 using the Application for Funding from the Special Education Form, with registration forms and program content. State representatives initially approve applications, then the Executive Committee must approve by majority.

23.5 The applicant is reimbursed after electronic confirmation of attendance.

23.6 A successful applicant must submit a short article to the E-SIG newsletter explaining the CPD benefit.

23.7 A $120 request is equivalent to three years of one member's allocation at current levels.

State representatives should be cautious with larger requests and further requests within three years; the Executive Committee is unlikely to approve individual applications above $120.

23.8 State representatives may initially approve an AAAHP-sponsored educational event using some or exceptionally all of the state allocation. They must identify the enhanced benefit to AAAHP members, ensure transparent use solely for members, and record full details. The Committee then votes on approval. Approved funds may be paid in advance.

23.9 At the annual Conference, each state, through a representative, shall report how its previous year's allocation was used.

23.10 Unused funding at the end of the financial year returns to the Special Education Fund and cannot accrue for later years.

23.11 Annual allocation is approved by the Committee and depends on the organisation's financial position and other factors affecting capacity to fund the next year.

24 24. COMMITTEE MEMBERS' EXPENSES

Committee members may claim expenses by written application to the Treasurer, subject to:

1. Claims must be accompanied by receipts.

2. Reimbursement must be approved by the President and Treasurer.

3. Committee members receive an allowance of $60 per day while on AAAHP business, except for the AAAHP National Conference.

4. Committee members receive full funding to attend the AAAHP National Conference.

5. Committee members receive complimentary AAAHP membership for the duration of their term.

A ARCHIVES OF ASSOCIATION

DEFINITION OF TERMS AS ASAT "Region" means an existing Association, as at 26 March 1999, within Australasia, formed for the development and benefit of Anaesthesia Technicians in Australasia. Its registrants have received recognised training approved by that region as Anaesthesia Technician or Assistant, and their role is described in a role-specific Job Description Form. Each Region must have a constitution documenting its Aims, Objectives and Code of Ethics, and maintain documentation or a register of accepted qualifications and relevant registrant information in strict confidence and security.

On 26 March 1999, the following regions were admitted as Registrant Associations of the Australasian Society of Anaesthesia Technicians: Queensland Society of Anaesthesia Technicians (QSAT); Australasian Society of Anaesthesia Technicians (NSW), ASAT (NSW); Victorian Society of Anaesthesia Technicians (VSAT); Western Australian Society of Anaesthesia Technicians Inc.

(WASAT Inc.); and New Zealand Society of Anaesthesia Technicians (NZSAT).

Signed on behalf of the Committee and Registrants of the Australasian Society of Anaesthesia Technicians by Chris Evans, Chairman, dated 26 March 1999.

On 15 November 2002, the Australasian Society of Anaesthesia Technicians formally changed its name to the Australasian Society of Anaesthesia Paramedical Officers in accordance with the Constitution and the rules of an Incorporated Association.

Modified and reformatted by Ray Murtagh, AAAHP Registrar, 5 April 2023.

On 21 October, AAAHP, by unanimous vote, made changes to this Constitution.