



**ASSID RESOLUTIONS/BY-LAWS**  
**Fully Revised, November 2004**  
**Amended May 2005, September 2005 and 2007.**

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## 1. PREFACE

The Resolutions & By-Laws is one of the three key documents of The A.S.S.I.D. Board of Management, the others being the Memorandum and Articles of Association (the “Constitution”) and the Strategic Plan. The Board’s Resolutions & By-Laws are, in effect, a list of motions passed by the Board that have ongoing operational effect. The Resolutions & By-Laws are made in accord with *Section 22* of the “Constitution”, and should be read in conjunction with the “Constitution” and the Strategic Plan.

## 2. CONCERNING THE BOARD & MEETINGS

The Board’s annual meeting cycle commences with the First Meeting held on the day after the Annual A.S.S.I.D. Conference, tele-conferences held throughout the year, usually bi-monthly, a Mid-Year Executive meeting, with associated tele-conference of the full Board, and a Final Meeting held on the day prior to the following Annual A.S.S.I.D. Conference.

The Board consists of up to three representatives from each Regional Association who are elected at the Regional AGMs. Regional Associations should notify the A.S.S.I.D. Secretary of the new delegates who will take up their positions on the Board at the First Meeting of the A.S.S.I.D. year.

See Resolution 5.3 regarding Conference Chairs’ membership of the Board.

All executive positions are elected at the First Meeting from among elected delegates. The non-elected positions (at Regional and Australasian levels) are the Editors of the Journal and Magazine, the immediate Past President [as necessary],) and the IASSID representative who are also “office bearers” of the Board.

The main face-to-face meetings are held at the Annual A.S.S.I.D. Conference (ie the Last Meeting of the “retiring” Board and the First Meeting of the new Board). The Mid-Year Executive meeting, held over a weekend, is also face-to-face and is a compromise between the high costs of having the whole Board meet and the need for a longer, face-to-face meeting during the year. The Executive does not make decisions for the Board, its role is to discuss issues and form recommendations over the Saturday which are put to the full Board on the Sunday for decision-making.

Although the Board meets the costs of attendance at the Mid-Year meeting for the Executive and one Councillor from each Region that does not have an office bearer, any other Board members can attend at their own expense or via the sponsorship of their Regional Association (see 4.3).

- 2.1 That prior to the Final Meeting of the Board, the A.S.S.I.D. Secretary write to all Board Members for the following Board and invite nominations for all office bearer positions (except the Journal Editor, Magazine Editor and IASSID representative). Nominations which may be self-nominations or by another Board Member should be lodged with the nominated returning officer prior to the First Board Meeting. If there are no nominations for a particular position prior to the First Board Meeting nominations may be made from the floor.
- 2.2 That the Board holds a minimum of four tele-conferences between the First and Final Board meetings. For the purpose of Board Meetings, Board Members attending by tele-conference are recognised as present in person for the purposes of the Constitution.

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- 2.3 That Board Members who move inter-state during their term in office are deemed to remain members of their original Regional Association until the next election of delegates at Regional AGMs at which only residents of the Region may be elected.
- 2.4 That an Annual Members' Meeting be held during the Annual A.S.S.I.D. Conference to inform members of the work of the Board and receive questions.

### 3. CONCERNING MEMBERSHIP

- 3.1 That the Membership Register and Mailing List are confidential to the Society and requests for non-routine access may only be granted by the Board. (Routine access being the relevant label sets for Regional Associations, Conference Committees and Editors.)
- 3.2 That the A.S.S.I.D. Registrar send out membership renewal notices in May of each year, followed by a reminder in July to unpaid members. That members who have not paid by August 30 cease to receive the Journal, Magazine and other Australasian mailings (the Registrar to notify Editors). That on September 30, the Registrar formally remove past members from the Register.

That at August 30, the A.S.S.I.D. Registrar notify Regional Association Secretaries of immediate un-financial members so that Regional Associations can follow these "members" up and remove them from distribution lists for Regional magazines etc.

That the A.S.S.I.D. Registrar notify the A.S.S.I.D. Treasurer of the Regional Association member numbers following the September 30 "cull" for per capita distribution.

- 3.3 That the A.S.S.I.D. Registrar provide a list of members after the September 30 "cull" to the manager of ASSID-L so that non-members can be removed.
- 3.4 That the annual per capita payments are distributed by the secretariat within eight weeks of the 30<sup>th</sup> September deadline. Per capita payments for 2007/08 are set at \$20.00 per full member and organisational member, and \$10.00 per student and associate member.
- 3.5 That eligibility for Student Membership be that the student is enrolled in full-time studies at a tertiary institution.
- 3.6 That membership of the association entitles the holder to discounted registration to ASSID events. Organisational membership entitles the holder to TWO discounted registrations per ASSID event, including the annual ASSID conference.

### 4. CONCERNING TRAVELLING EXPENSES

The Board meetings are held at the Annual A.S.S.I.D. Conference because it is expected that most Board Members will be attending the Conference. The Board has traditionally supported the attendance of the office bearers and assisted in meeting the additional costs of other Board Members who stay before and/or after the Conference to attend Board meetings. In more recent

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years, it has recognised that the Magazine Editor has duties to perform during the Conference and that the registration costs should, therefore, be defrayed.

- 4.1 That attendance of Board Members at Board Meetings held at the Annual A.S.S.I.D. Conference be supported as follows:

Office Bearers, including the magazine editor receive the return economy air fare, plus transfers, or alternative transport on presentation of receipts, unless this is met by another organisation.

One regional representative for each Region not otherwise represented among the Office Bearers receive the return economy air fare, plus transfers, or alternative transport on presentation of receipts, unless this is met by another organisation

All Board Members (including Office Bearers) receive a per diem payment for the days they are required to attend the Board, as agreed from time to time by the Board, but being no more than a percentage of the Australian Commonwealth endorsed expenses for government interstate travel

The magazine editor will receive a per diem payment for the duration of the conference, as the editor's attendance is required for the whole period.

These payments should be considered partial reimbursement for accommodation expenses incurred by Board Members and cannot be claimed if such costs are not incurred (e.g. if an extra day is not necessary, if expenses are paid by another organisation or paid accommodation is not used).

- 4.2 That Conference Registration of the Magazine Editor be paid by the Board, provided it is not paid by another organisation.
- 4.3 The Board meets the costs of the mid-year meeting, including travel and accommodation costs funded for members of the Executive, the magazine editor and for one representative from each Region NOT currently represented by a member of the Executive. However, Regional Associations are welcome to fund additional representatives. The Conference Convenors for current and forthcoming conferences fund their airfares out of their respective conference budgets.
- 4.4 That venues for Mid-Year meetings be chosen with the aims of minimising costs and maximising the attendance of Board Members
- 4.5 The Journal Editor will fund conference attendance, travel to face to face meetings and per diem expenses for the final and first Board meetings out of the existing JIDD budget account..

## 5. CONCERNING CONFERENCES

The Annual A.S.S.I.D. Conference is the most significant event on the ASSID calendar. Conferences are hosted by Regional Associations on behalf of the Australasian Association. The arrangement is reciprocal with the Regional Association reporting to the Board and the Board providing assistance (financial and otherwise) to the Regional Association to hold the Conference.

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These Resolutions have been developed over several years and reflect our experiences in holding Conferences.

There is an emphasis on generating a surplus from Conferences because these funds are used to subsidise the benefits to members (ie each membership costs A.S.S.I.D. more than the subscription rate.)

Refer also to Resolution 2.5 regarding the Annual Members' Meeting.

- 5.1 That Annual A.S.S.I.D. Conferences are hosted by Regional associations on behalf of the Australasian Association
- 5.2 That Annual Conferences shall be held in each Region in rotation unless special circumstances arise when the Board shall have the power to alter the location, and that the Region for the Annual Conference be decided two years in advance.
- 5.3 That the Regional Association hosting the Conference nominate a Conference Chairperson for ratification by the Board two years in advance and the Chair provides written reports to Board meetings from the date of their appointment until the First Meeting at the Conference which they chair, and that the Conference Chair be responsible to the Board.
- 5.4 That the Conference Chair be an *ex officio* member of the Board during the time stipulated in 5.3.
- 5.5 That the Conference Chair attend in person the Last, First and Mid-Year Council meetings prior to the Conference and that expenses to do so be paid by the Conference (and included in the conference budget).
- 5.6 That the Conference Chair submit a comprehensive Conference budget for the Board approval at the First Council Meeting preceding the Conference (ie approximately one year prior to the Conference) and that the budget shows a surplus after return of any advances to the Board (see 5.7).
- 5.7 That the Chairperson of the Conference Organising Committee submit a report including reconciliation of income and expenditure to the Mid-Year meeting following the Conference.
- 5.8 That the Conference Committee open an Interest Bearing Cheque Account to be called "ASSID Conference Account" for receipts and expenditure associated with the Annual Conference. That when accounts of the Conference are finalised, the surplus or deficit generally be shared by the Australasian Association and the Regional Association on a 75%-25% basis, although the Board may determine a variation of this split based on the financial needs of the Regional Association and the amount of surplus or deficit generated by the Conference.
- 5.9 That a conference advance of up to \$10,000 be forwarded to the host region as needed, and repaid within the financial year in which the conference was held.

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- 5.10 That the Conference Organisation Committee include a budget of \$1,000 towards hospitality expenses, to be expended at the joint discretion of the Conference Chairperson and the A.S.S.I.D. President.
- 5.11 That in addition to the Conference registration fee being set to ensure a surplus (see 5.6), *no* registration fee (e.g., early bird, members, student, etc) should be less than the real costs of each registration, with the exception of people with a developmental disability. In addition, the rate for ASSID members should be 10 to 15% less than for non-members.
- Presenters, other than Keynote Speakers, pay the appropriate registration fee.
- 5.12 That the registration application form be mailed to all members with accompanying letter from the Conference Chairperson inviting attendance.
- 5.13 That the recommended conference pattern should be as follows:
- |                          |                   |   |
|--------------------------|-------------------|---|
| Day 0                    | 9.00 am - 4.00 pm | Final Board Meeting                       |
| Day 1                    | 6.00 pm - 8.00 pm | Continuation of Board meeting if required |
| Day after the Conference | 7.30 am - 12 noon | First Board meeting                       |
- 5.14 That, in principle, no more than three (3) concurrent sessions be scheduled when the total number of delegates at a conference is less than 300, and that no more than five (5) concurrent sessions be scheduled when the total number of delegates is more than 300.
- 5.15 That the Conference Organising Committee arrange an appropriate venue and catering for the Board Meetings held with the Conference (ie Last Board Meeting, Final Board Meeting and “members meeting”).
- 5.16 That the President shall deliver an official Presidential address at each Conference.
- 5.17 That the venue provides full access to delegates with disabilities.
- 5.18 That child care facilities be made available, at the cost of the registrant.
- 5.19 That self-advocacy groups representing people with intellectual disabilities be consulted during the conference planning processes to consider ways in which they may contribute to and/or participate in the Conference.
- 5.20 That the Annual A.S.S.I.D. Conference be promoted at the preceding Conference.
- 5.21 That the Conference Chair consult with the Board regarding the possibility and processes of holding a joint Conference with other like minded organisations and in the event of holding a joint conferences with other organisations the Conference Chair provide a plan to the Board regarding distribution of surpluses/deficits and the intellectual property of the papers.

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- 5.22 That the Conference Chair (or delegate) liaise with the A.S.S.I.D. Vice-President and Special Interest Group Coordinators regarding the arrangements for special interest activities within the conference (where relevant).
- 5.23 That the dates of the Annual A.S.S.I.D. Conferences be set to maximise attendance.
- 5.24 That the Conference Chair (or Program Committee) liaise with the Magazine and Journal Editors regarding access to Conference papers / presenters for publication in *Intellectual Disability Australasia and JIDD*.
- 5.25 That the Conference Chair informs the IASSID representative of the dates and venue of the conference at the earliest opportunity.

### 6. CONCERNING PUBLICATIONS

The Board appoints an Editor for each of its main publications, the *Journal of Intellectual and Developmental Disability (JIDD)*, and *Intellectual Disability Australasia (IDA)*, for a minimum of three years. These Editors have responsibility for the production and quality of their respective publications. The Editors are also, *ex officio* members of the Board.

- 6.1 That the Journal Editor appoint the Editorial Board of the Journal and a number of consulting editors to assist in the evaluation of submitted manuscripts and that such appointments be for a three year term.
- 6.2 That the Magazine Editor publish and distribute the IDA Magazine at least four times each year and to collect copy from Board Members and other material that has local appeal.
- 6.3 That an amount determined by the Board be allocated for publication of the Magazine.
- 6.4 That the Editors of ASSID publications each provide an annual report to the Board which will include, as relevant, details of publications sold and unsold, subscription rates, numbers of subscribers by category and publication costs.
- 6.5 That the Publications Committee be formed annually and consist of the A.S.S.I.D. Vice President as Co-ordinator, and the Editors of the Journal, and Magazine. That the role of the Publications Committee be to develop, facilitate, monitor and report to the Board on strategic planning for ASSID publications. (Should any member of the Publications Committee hold more than one position within the Committee -- eg Vice-President and Magazine Editor -- other Board members will be elected to make up a three-person Committee.)
- 6.7 That the Publications Committee be responsible for the quality control of ASSID publications (with the exception of the Journal and Magazine) including the appointment of editors and oversight of the review processes for “occasional” publications.

### 7. CONCERNING FUNDS & SPONSORSHIPS

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- 7.1 That the signatories on the ASSID Australasian Account be the A.S.S.I.D .President, Vice-president, and Treasurer, unless otherwise agreed by resolution of the Board with any 2 of the 3 signatories to sign.
- 7.2 That whenever possible cheques raised by the Treasurer to be forwarded, with supporting documentation, to the President for counter signature and payment (if the President is unavailable, the Vice-President will fulfil this function).
- 7.3 That the Board invest funds of ASSID (Australasian Account) in guaranteed securities and that the Treasurer produce an investment portfolio report at each Mid-Year Board Meeting.
- 7.2 Signatories to the investment accounts will be the A.S.S.I.D .President, Vice-president, and Treasurer, unless otherwise agreed by resolution of the Board with any 2 of the 3 signatories to sign.
- 7.4 That the following criteria apply for the contribution of A.S.S.I.D. funds to other organisations:
- i. that the organisation focus on issues related to the Australasian region.
  - ii. that its objectives be consistent with the objectives of ASSID;
  - iii. that the organisation be an incorporated body;
  - iv. that no statutory body be considered for funding;
  - v. that any grant implies a reciprocal arrangement whereby the organisation becomes a member of ASSID; and
  - vi. that the organisation provides an audited statement in which details of the receipt and expenditure of the grant are clearly identified
- 7.5 That ASSID be able to make contributions to international organisations whose objectives are consistent with the objectives of ASSID;
- 7.6 That the Treasurer maintain an asset register of property and assets and update it annually.

## 8. CONCERNING REGIONAL ASSOCIATIONS

- 8.1 That Regional Associations forward a report to the Final Board meeting of each year which includes:
- i. a list of Regional Office Bearers, Regional Councillors and Board members for the coming ASSID year;
  - ii. progress with respect to the Region's strategic plan;
  - iii. a description of accomplishments for the previous year (including activities, events, conferences, seminars, initiatives);
  - iv. a list of planned activities for the following year;
  - v. a list of media "certificates of recognition" awarded;
  - vi. identification of any issues for consideration by the Board;
  - vii. an audited financial report.
- 8.2 Regional Associations may submit to the Board applications for specific-purpose grants at any time which will be considered in with respect to the merits of the application and available funds.

## 9. CONCERNING AWARDS

### *Journal Awards*

- 9.1 That on behalf of the A.S.S.I.D. Board, the Journal Editor will award an annual “Australasian Research Prize” at the Annual A.S.S.I.D. Conference for the paper by an Australian author(s), that is published in the *Journal of Intellectual and Developmental Disability* in the current volume and which best meets the following criteria:
- i. a report of high quality innovative and/or practical research;
  - ii. has potential for positive changes to the quality of life of people with intellectual disability
- 9.2 That on behalf of the A.S.S.I.D.. Board, the Journal Editor will award an annual “International Research Prize” at the Annual A.S.S.I.D. Conference for the paper by an author(s) of any nationality, that is published in the *Journal of Intellectual and Developmental Disability* in the current volume and which best meets the following criteria:
- iii. a report of high quality innovative and/or practical research;
  - iv. has potential for positive changes to the quality of life of people with intellectual disability

### *Distinguished Service Citation*

- 9.3 That there will be a citation for distinguished service based on the person’s distinguished contribution to A.S.S.I.D. which had enhanced A.S.S.I.D.’s profile and/or operation. That the procedure is as follows:
- i. The nominator (Regional Council or The Board) forwards a nomination which includes a brief statement of support to the A.S.S.I.D. Secretary for consideration by The Board;
  - ii. Once the nomination has been endorsed by the Board, a longer citation be prepared by the nominator for publication in the Magazine and reading at the award ceremony (at the Annual A.S.S.I.D. Conference if the recipient is in attendance or at an appropriate Regional event);
  - iii. The nomination be received by the Board at least two months before the Conference and that the Citation be prepared (by the Secretariat) for presentation by the A.S.S.I.D. President at the Conference or Regional President at an appropriate local event.

### *Fellowship of ASSID*

- 9.4 That the honorary title, FELLOW OF ASSID (FASSID) may be conferred on individual ASSID members (including all classes of individual membership) in recognition of the member’s exceptional and significant contribution to the field of intellectual disability. This contribution will have been in one or more of the following areas:
- Research,
  - Service provision (including service development or improvement, administration),
  - Advocacy and/or self-advocacy,
  - Professional practice, and

- Teaching and staff training.

Nominations need only address one of these areas, but may address more than one if the nominee has made an exceptional contribution in more than one area.

Individual members who are awarded the title Fellow of ASSID (FASSID) will receive a certificate, presented at the Annual Conference, and thereafter will have the right to use the title Fellow of ASSID (FASSID).

Fellow of ASSID (FASSID) is an honorary title, not a class of ASSID membership, and the member will need to continue to pay his or her membership dues to maintain current membership.

### **Criteria**

The decision to award an ASSID Fellowship is based on the following criteria:

- **Exceptional and significant contribution to the field of intellectual disability.** It is assumed that all members have made a contribution through their years of service to persons with intellectual disability, so clear evidence of *exceptional and significant* contribution is essential.
- **Substantial duration.** The contribution must be of substantial duration (at least 7 years).
- **Broad impact.** The contribution must have broad impact beyond the nominee's own immediate activities and local area – substantial impact must demonstrated at one or more of the following levels: province or state-wide, National, International.
- **Current financial member of ASSID.** The nominee must be a current financial member of ASSID (any class of individual membership) and must have a significant period of ASSID membership. No specific minimum period is specified, but it should be assumed that at least several years of membership will usually be the minimum appropriate.
- **Nominated and seconded.** The nominee must be nominated and seconded by current financial members of ASSID (any class of membership).

**Note:** Service to ASSID is *not* a criterion for selecting ASSID Fellows because the ASSID *Distinguished Service Citation* focuses of service to ASSID as an organisation (See By-laws, Section 9.3 above) .

### **Nomination Process**

- I. Any current financial individual ASSID member (including all classes of individual membership, members of the Board, office holders, and members of the Fellowship Committee) may be nominated.
- II. Nominations must be made in writing using the official nomination form. The nomination must be signed by the nominee (to indicate his/her willingness to be nominated)

- III. The nomination requires two (2) letters of reference, from the persons who have nominated and seconded the nomination and can speak to the nominee's exceptional and significant contribution to our field.
  
- IV. The nomination and the letters of reference should be submitted direct to the ASSID Secretariat and marked *Attention Fellowship Committee*. E-mail submission (supported by a mailed hard copy) is encouraged.

### **Selection Process**

A Fellowship Committee, made up of the President, Journal Editor, an Australian member and a New Zealand member, will consider all the nominations prior to the ASSID Annual Conference. Any member of the Fellowship Committee with a conflict of interest regarding a nomination will withdraw during the committee's consideration of that nomination. The President may co-opt additional committee members as needed, for example if several committee members need to withdraw because of conflict of interest, or because there is a need for special expertise when considering some nominations. The committee reserves the right to select any, all, or none of the members nominated to become a Fellow of ASSID.

The Nomination Committee makes its recommendations to the ASSID Board about nominees who will have the title Fellow of ASSID (FASSID) conferred.

### ***Media Award***

- 9.5 That A.S.S.I.D. makes periodic Media Awards to persons in the media for outstanding contributions to enhancing the image of people with a disability and raising community awareness and understanding.

### ***Research Award***

- 9.6 That consistent with ASSID's constitutional objectives, The Australasian Board has determined funds can be made available to support research activities up to the sum of \$5,000.00 annually or as otherwise agreed by the Board:
  - I. Money will be set aside annually within the ASSID budget to support approved research activities.
  - II. Guidelines for applications for funding will be published annually in IDA.
  - III. A Research Grants Committee, made up of the Vice President plus two other Board members, will be convened to review applications.
  - IV. The ASSID Research Grants Committee will be free to consult with other experts for specialist advice around individual applications for research grants.
  - V. Projects approved for ASSID support will add to the knowledge base of intellectual disability.
  - VI. Applicants for the ASSID research grants must be able to demonstrate the ethical nature of the project, or have a clear plan for the demonstration of this.
  - VII. ASSID will encourage partnerships for funding of research with other organisations that share the same values as ASSID. This will not, however, exclude applications by individuals for research grants.
  - VIII. Items of equipment will not normally be funded.
  - IX. Preference will be given to applications made by ASSID Members.
  - X. A timeframe will be established by the committee for progress reports, progress payments, and final reports and payments.

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- XI. The successful applicant(s) will be requested to present at an ASSID function
- XII. The announcement of the successful recipient(s) of ASSID research grants will be made at the Annual Conference later in that same year.
- XIII. The Research Grants Committee will seek regular progress reports plus a final report on the progress of the sponsored research and report the same to the Australasian Board.

### 10. CONCERNING SPECIAL INTEREST GROUPS

The ASSID Board recognises that members have a variety of special interests in the area of intellectual disability.
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- 10.1 Where practical, Special Interest Groups have included in the Annual A.S.S.I.D. Conference program a dedicated stream.
- 10.2 That the initiation and implementation of one off or ongoing activities by Special Interest Groups are in keeping with the aims and objectives of A.S.S.I.D.
- 10.3 That the responsibility for and oversight of Special Interest Groups rest with the A.S.S.I.D. Vice President.
- 10.4 That the A.S.S.I.D. Vice President is authorised to approve reasonable expenditure within allocated budgets for purposes in keeping with their approved mandate.

### 11. CONCERNING THE STRATEGIC PLAN

- 11.1 That the Board maintain an Annual, Rolling, Costed, Strategic Plan that is formally adopted at the First Meeting and reviewed at the Mid-Year and Final Meetings.
- 11.2 That the A.S.S.I.D. President work with Regional Presidents to develop, maintain and report on Strategic Plans that are complementary to the Australasian Association Strategic Plan.

### 12. CONCERNING THE SECRETARIAT

- 12.1 That the Board funds the ASSID Secretariat, the functions of which include:
  - i. Administrative support for the President, Treasurer and Secretary in the carrying out of A.S.S.I.D. business and meetings;
  - ii. Administrative support for the A.S.S.I.D. Registrar in maintaining the membership data base, processing renewals, and generation of reports;
  - iii. A central contact point (address and 1800 number) for enquiries, including membership enquiries;
  - iv. Generation of lists and labels from the membership database for Regional Associations and for special interest activities;

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- v. Assistance for Special interest activities in the preparation and distribution of materials as directed by the A.S.S.I.D. Vice President.

12.2 That the A.S.S.I.D. President provide a report on the activities and costs of the Secretariat at the Mid-Year and Final Council Meetings.

### **13. CONCERNING CONFLICT OF INTEREST**

13.1 That a member of The Board or Regional Council will not participate in any decision in which the interests of A.S.S.I.D. conflict with the person's occupational or personal role.

### **14. CONCERNING SUBCOMMITTEES AND WORKING GROUPS**

14.1. That the Board may from time to time establish sub-committees and working groups to progress the business of A.S.S.I.D.

- i) Membership may be drawn from the Board, Regional Councils or regional members.
- ii) Subcommittees and working groups have the authority to make recommendation to the Board for consideration and endorsement
- iii) Final decisions and endorsement of recommendations rests with the full Board

### **15. CONCERNING REPRESENTATION TO THE INTERNATIONAL ASSOCIATION FOR THE SCIENTIFIC STUDY OF INTELLECTUAL DISABILITY (IASSID).**

15.1 The Board appoints a representative to the IASSID board as detailed in the Constitution whose duties are as follows;

The ASSID representative to IASSID is a person appointed by the ASSID Board who might or might not hold a co-existing position as a Regional Representative. Consistent with the objectives of IASSID, the ASSID representative is to be a person actively engaged in scholarly activity such as research, publication and teaching. Typically this person will hold an academic post at a university. Consistent with the membership cycle of the IASSID Council, the ASSID representative to IASSID is appointed for a term of four (4) years.

The ASSID representative to IASSID will be expected to:

- a) Be the identified point of contact between ASSID and IASSID, and consequently act as the principle conduit of information between the two organizations.
- b) Attend IASSID Board Meetings on an annual basis (or be responsible for ensuring representation at relevant meetings).
- c) Negotiate with IASSID for shared funding of the position of IASSID Council Representative for the forthcoming year.
- d) Attend meetings of the ASSID Board (bi-monthly teleconferences, Mid-year meeting and the Board meetings conducted at the time of the Australasian Conference).
- e) Provide the ASSID Board with a report of activities at the Mid-year and Final meeting, together

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with a projected budget to support their activities.

- f) Participate in meetings of the ASSID Executive and other relevant Board sub-committees.
- g) Prepare a contribution for the IASSID Newsletter (usually 2 to 3 times per year), which features ASSID activities.
- h) Co-ordinate conferences and other events to maximise collaboration between ASSID and IASSID. For example, sharing speakers and minimising situations in which events are competing for registrants.
- i) Identify and advance opportunities for inter-organisational membership benefits. For example, discounted attendance at conferences and other events; and discounted purchase of publications, etc.
- j) Monitor and take action to ensure currency of Web linkages between ASSID and IASSID.