

ATTACHMENT A

SRNT Oceania Bylaws 20/10/2017

REVISED 11/10/2022

SOCIETY FOR RESEARCH ON NICOTINE AND TOBACCO, Oceania CHAPTER

ARTICLE I

NAME

The name of this chapter of the Society shall be the “Society for Research on Nicotine and Tobacco Oceania (SRNT-O).”

ARTICLE II

DEFINITION, MISSION STATEMENT, AND GOALS

The mission and goals of the SRNT-O will be identical to those of the “Society for Research on Nicotine and Tobacco, Inc.” (SRNT), for the Oceania region.

ARTICLE III

MEMBERS

SRNT-O represents SRNT members residing in the Oceania region defined by the Pacific Ocean. Oceania is a geographic region comprising Melanesia, Micronesia, Polynesia and Australasia. This includes thousands of islands, the largest and most populous include Australia, New Zealand, Papua New Guinea, Fiji, Solomon Islands, New Caledonia, Vanuatu, Cook Islands, Tonga and Samoa (note Hawaii is located in Polynesia but is a US state).

Membership in SRNT-O is voluntary, based on payment of annual membership fees established by the SRNT-O Board. Any member of SRNT may join SRNT-O, and all SRNT-O members must be full members or Affiliate members, in good standing of SRNT. SRNT-O aims to be an inclusive organisation recognising the value that diverse knowledges and world views bring to the field of tobacco control.

Affiliate members of SRNT-O are not required to be active researchers, but their experience in tobacco control policy and practice is valuable to the SRNT-O chapter and supports enhanced translation and relevance of our research.

ARTICLE IV

MEETINGS OF MEMBERS AND VOTING

- 1. Time, Place, and Call.** The annual meeting of the SRNT Oceania shall be held at such place and on such date as may be determined by the SRNT-O Board.
- 2. Voting.** Each Full or Affiliate Member of SRNT-O shall have one vote. In the election of the Board members of SRNT-O, individuals who receive a plurality of the votes cast shall be elected.
- 3. SRNT-O Board Meetings:** SRNT-O Board holds a minimum of six (6) Board meetings per year, one of which is during the SRNT-O Conference (if a conference is held).

ARTICLE V

BOARD MEMBERS

1. Election. The SRNT-O Board consists of nine (9) elected SRNT-O members, who shall each serve for three (3) years.

Each year, Board positions that are vacant will be filled by the SRNT-O membership in an election organized by SRNT-O (see Annex for details of the election procedure).

SRNT-O Board elections are to specific Board positions. One position is President-Elect. The individual elected to this position will serve as President-Elect in their first year, President in their second year, and Past-President in their third year.

The other position is for one of the other Board positions (Secretary, Treasurer, Communications Lead, Education and Capacity Building Lead, Aboriginal or Torres Strait Islander Lead, Māori Lead and Pacific Region Lead), on a rolling basis.

2. Terms of Office. All elected Board positions are for a period of three (3) years. All Board members can be re-elected at the end of their term.

3. Qualification for Office. Any Full or Affiliate Member of SRNT-O residing in Oceania and in good standing shall be eligible for nomination and election to any elective office.

4. Vacancies. If the office of President becomes vacant, the President-Elect shall fulfil the unexpired term. If any of the Board member positions becomes vacant, a special election will be held and the Board will re-constitute itself.

5. Duties of Officers. The duties of officers will be as hereinafter specified or as otherwise provided.

a) President. The President shall preside at and schedule meetings of the Board, the Annual General Meeting of SRNT-O, and any special meetings that may be called. The President shall prepare the agendas for said meetings. The President shall be responsible in all matters, stated or implied, that are related to the welfare, stature, and proper operation of SRNT-O. The President shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Board.

b) President-Elect. In the event of the President's absence at any meeting, the President-Elect shall be chairperson. In case of the absence, disability, or resignation of the President, the President-Elect shall perform the duties of the President. The President-Elect shall work closely and cooperatively with the President on all executive matters.

c) Past-President. In the event of the President's and President-Elect's absence at any meeting, the President-Elect shall be chairperson. In case of the absence, disability, or resignation of the President and President-Elect, the Past-President shall perform the duties of the President. The Past-President shall work closely and cooperatively with the President a President-Elect on all executive matters.

d) Secretary. The Secretary shall assist the President and other Board members in preparing documents related to SRNT-O, and assume responsibility for preparing the minutes of all meetings. Minutes must be mailed to the Board members within one month after the meeting.

e) Treasurer. The Treasurer is jointly responsible for the receipt, custody, and disbursement of all funds of the Society. The Treasurer is signatories on the SRNT-O bank account. The Treasurer shall report on the financial condition of the Society to the Board and the SRNT-O membership at the

Annual General Meeting of SRNT-O. The Treasurer assists in fundraising in collaboration with the President and Communications Officer.

f) *Communications Lead.* The Communications Lead is responsible for SRNT-O external communications, including maintaining SRNT-O's Internet and social media presence, and communications with SRNT-O members and external agencies (e.g., media requests etc.). The Communications Officer also coordinates the recruitment of new SRNT-O members and reports to the President.

g) *Education and capacity building Lead.* This role is responsible for growing SRNT-O activity in capacity building of new and emerging researchers, via events, resources available from SRNT-U and so on.

g) *Aboriginal or Torres Strait Islander Lead, Māori Lead and Pacific Region Lead.* These SRNT-O members (3 in total) will represent the main Indigenous peoples of the Oceania region, attend SRNT-O Board meetings, and are responsible for ensuring cultural appropriateness of all SRNT-O policies and actions.

ARTICLE VI

LEGAL STATUS

SRNT-O shall comply and conform to SRNT Bylaws and policies and shall uphold the standards of SRNT.

SRNT-O shall follow Australian fiscal policies related with its registration as a non-profit scientific society.

SRNT-O shall use its approved name on all official documents, correspondence and contracts.

ANNEX

Election procedure

Each year, Board positions that are vacant will be filled by the SRNT-O membership in an election organized by SRNT-O.

The call for candidates should be sent to each SRNT-O member by e-mail from SRNT secretariat, and also posted by the President of SRNT-O on the SRNT listserv, no later than the end of June.

The deadline for candidates to apply should be no later than the end of July.

Candidates to the Board of SRNT-O should be Full or Affiliate members of SRNT-O residing in Oceania. Their candidature should be seconded by two (2) SRNT-O members. Each SRNT-O member can only support two (2) candidates. Candidates should provide a very short CV of not more than 250 words, and complete the SRNT disclosure of competing interest form.

If the number of applications received does not exceed the number of vacant positions on the board, then the applicants may be appointed directly by a majority vote of the board.

SRNT-O members should then cast their vote no later than the end of August, or when an annual general meeting is held.

Following the distribution of the election ballot, votes should be sent by E-mail to the President of SRNT-O.

The results of the election should be communicated to the SRNT-O membership no later than the end of September, or within six (6) weeks of the ballots closing.

The responsible individual in the country in which the SRNT-O bank account is held is appointed by majority vote of the SRNT-O board, with this appointment reviewed and approved on an annual basis by the SRNT-O board. There are no other restrictions on the duration for which an individual may be appointed as responsible individual.