



By-Laws
of the
Society of Australian Sexologists
Limited

May 2014

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Society of Australian Sexologists Ltd, its Directors and Members acknowledge the Traditional Owners of all lands in Australia. We pay our respects to all Elders, past and present, who are and have been, custodians and guardians of these lands, and ensure the on-going living cultures of Aboriginal and Torres Strait Islander people.

DISCLAIMER OF LIABILITY

This statement applies to Members of the Society of Australian Sexologists Ltd.



By-Laws of the Society of Australian Sexologists Ltd

1. *OBJECTS (Refers to Article 4.2 of SAS Constitution)*
 - a) *pursue charitable purposes where required to do so by the By-Laws*
No By-Law required at this time
 - b) *only apply its income in promoting charitable purposes where required to do so by the By-Laws*
No By-Law required at this time

2. *ELIGIBILITY FOR MEMBERSHIP (Refers to Article 6 of SAS Constitution)*
 - 2.1 Membership of the Society of Australian Sexologists Ltd is open to all professionals involved in the field of human relations, especially sexology. This includes but is not limited to counsellors, therapists, psychiatrists, psychologists, doctors, hypnotherapists, nurses, researchers, social workers, occupational therapists, physiotherapists, clergy, educators and other health professionals.
 - 2.2 An applicant needs to be nominated and supported by an existing member. Any potential member who requires assistance with their application is encouraged to contact the State / Territory Branch President / nominated membership representative.
 - 2.3 By signing the application for membership, each Member is stating they are familiar with and agree to abide by the Society's Code of Ethics and Practice (Appendix A).

3. *APPLICATION TO MEMBERSHIP (Refers to Article 7 of SAS Constitution)*
 - 3.1 *SAS Constitution: Any person may apply for membership of the Company by submitting to the Secretary an application for membership in accord with the By-Laws of the Company.*
 - 3.2 Membership Enquiries

Potential members should be directed to their State / Territory Branch President / nominated membership representative.
 - 3.3 Membership Applications

3.3.1 THE APPLICANT

3.3.1.1 Upon completion of the application form, the appropriate fee should be paid into the Society bank account and a receipt of payment should be provided with the application.

3.3.1.2 The Reference Check Form must be downloaded from the Society website and forwarded to the two referees nominated by the applicant. The forms must be completed and returned electronically DIRECTLY to the State / Territory Branch President / nominated membership representative.

A referee must have had direct contact with the applicant previously in a professional capacity.

Criteria for selection of referees:

- Member of the Society, or
- Known to the organisation, or
- A known professional with standing within the community

APPLICANTS are responsible for ensuring that the reference check has been received by the Society BEFORE they submit their completed application.

3.3.1.3 The signed form with completed checklist and all supporting documentation must then be sent electronically in PDF format to the State / Territory Branch President / nominated membership representative.

3.3.1.4 Please note it is the responsibility of applicants to complete all forms and supply all supporting documentation. Applications cannot be processed without this occurring. Support will be provided when requested to assist members to complete the process.

3.3.2 STATE BRANCH

3.3.2.1 The State or Territory President / nominated membership representative must complete the relevant tick box on the application form and forward the electronic copy to the National Membership Officer.

3.3.3 NATIONAL MEMBERSHIP OFFICER

3.3.3.1 Check that payment has been received into the National bank account.

3.3.3.2 Check paperwork is complete, approve the membership and complete the relevant tick box on the application form. If the application is incomplete, notify the State branch to follow up.

3.3.3.3 Send welcome pack to the new member consisting of Membership Certificate signed by National Chair, PD Record and Supervision Record, and directions to State educational meeting page on the National website.

3.3.3.4 Update National membership register and National email list.

3.3.3.5 Notify State or Territory President / nominated membership representative of acceptance by returning the completed and signed application form.

3.3.3.6 Sends details of new members and irregularities to National Chair to be tabled at each Board meeting.

3.3.4 STATE BRANCH

3.3.4.1 State or Territory President / nominated membership representative updates State email list and reports current membership numbers and new members at each State meeting.

The outline of the application process can be found as a flowchart in Appendix A.

4. *CLASSES OF MEMBERSHIP (Refers to Article 9 of SAS Constitution)*

4.1 *SAS Constitution: 1. In accord with the By-Laws, the Board may create different classes of membership and may confer on each such newly created class of membership such rights, privileges or benefits as the Board sees fit.*

4.2 There are nine (9) classes of membership available:

- 1) Member,
- 2) Student Member,
- 3) International Member,
- 4) Honorary Life Member
- 5) Life Member
- 6) Associate Psychosexual Therapist
- 7) Clinical Psychosexual Therapist
- 8) Associate Sexuality Educator
- 9) Clinical Sexuality Educator

All applicants for accreditation must initially join the Society as a Student Member or Member.

4.2.1 Member

A Member has a professional interest in sexology and sexual health e.g. people working in counselling/therapy, education/training, health sciences, teachers, medicine/para medical, mental health, psychology, psychiatry, research, social work, etc.

4.2.2 Student Member

Is open to students who can demonstrate they are studying sexology or a related area, who have not yet graduated from their Diploma or Degree. Once a student completes their course, they may upgrade their level of membership to Member when fees next fall due.

4.2.3 International Members

The primary contact for International Members will be the National Membership Officer. All applicants, including International members must initially join the Society as a Student Member or Member of the organisation.

For professional accreditation, International Members must contact the National Accreditation Officer for direction. International applicants have to meet the Society's accreditation standards and provide proof of registration with their country of origin's accrediting / registration body. If International Members wish to practice in Australia, then the applicant needs first to be registered with an appropriate Australian body.

4.2.4 Honorary Life Member

An Honorary Life Member may be conferred by the membership committee upon eminent persons who have made an outstanding contribution to the field of sexology.

This category of membership is not required to pay financial dues and receives all the benefits enjoyed by a Member of The Society but has no voting rights.

4.2.5 Life Member

Life Membership is the most prestigious award available to the Association. As such the nomination and award should be given careful consideration. A Life Member may be conferred by the National Board upon members who have made an outstanding contribution to The Society and the field of sexology over a period of not less than 10 years.

The National Board will award a maximum of two Life Memberships every two years at the Society's National Conference. Any member may nominate a candidate for consideration by tabling a completed Nomination Form (Appendix B) at a State / Territory Branch meeting.

If the State Branch supports the nomination with two thirds majority of the members present, a recommendation to consider the nomination, together with a letter detailing the candidate's contribution to the Society and the field of sexology must then be tabled to the National Board for final determination.

On election to Life Membership, such persons shall be deemed to have the rights of a Member for life with no further financial dues, including voting rights. Should the member wish to apply for accreditation, they will be required to pay the difference in fees between the Member rate and the category for which they seek recognition.

4.2.6 ACCREDITED MEMBERSHIP LEVELS

For the purpose of accreditation, the title "Sexuality Educator" shall be used, under the heading of Psychosexual Educator as referred to in Article 4.2 of SAS Constitution.

Accreditation is available in the categories of Sexuality Educator and Psychosexual Therapist.

4.2.6.1 Associate Member (Psychosexual Therapist / Sexuality Educator)

An Associate Member has met the Associate accreditation criteria, determined by the Society of Australian Sexologists Ltd and is accredited by the Society.

4.2.6.2 Clinical Member (Psychosexual Therapist / Sexuality Educator)

A Clinical Member has met the Clinical accreditation criteria determined, by the Society of Australian Sexologists Ltd and has been accredited by the Society.

5. ACCREDITATION

5.1 The Accreditation and Membership Sub-Committee will recommend for the National Board's endorsement, from time to time, the minimum requirements for professional accreditation.

5.2 Accredited Members shall be required to meet the criteria for continuing accreditation as determined by the Accreditation and Membership Sub-Committee and endorsed by the National Board.

5.3 Accreditation shall be under 2 categories – Therapist & Educator. Further categories may be added in the future as determined by the National Board.

The outline of the accreditation application process can be found as a flowchart in Appendix B.

6. *MEMBERSHIP FEES (Refers to Article 10 of SAS Constitution)*

6.1 Membership fees starting 1 July 2013 shall be:

- Student Member \$95
- Member \$195
- International Member \$195
- Associate \$295
- Clinical \$395

6.2 Membership fees shall be payable annually on 1st July.

7. *CESSATION OF MEMBERSHIP (Refers to Article 15 of SAS Constitution)*

7.1 As per Item 19 and 20 of the Constitution

8. *ALLEGATION OF CHARGE (Refers to Article 19 of SAS Constitution)*

8.1 All complaints must be in writing using the Society's Complaint Form and submitted to the Chair of the Governance and Ethics Sub-Committee.

8.2 The complaints procedure is as stated in Item 19 of the Constitution.

The outline of the complaints procedure can be found as a flowchart in Appendix C.

9. *APPEAL AGAINST DISCIPLINE (Refers to Article 20 of SAS Constitution)*

9.1 The appeals procedure is as stated in Item 20 of the Constitution.

9.2 The Appeals Panel shall consist of the National Chair (as Chair of the Appeals Panel), the Chair of the Governance and Ethics Sub-Committee and three other members of the National Board.

10. *ANNUAL GENERAL MEETING (Refers to Article 29 of SAS Constitution)*

10.1 Election of Directors

10.1.1 One Director from each State Branch shall be the duly elected State Branch President.

10.1.2 Each State Branch shall duly elect one (1) other Director to the National Board.

10.1.3 The elected term for each position shall be for two (2) years

10.2 Election of Office Bearers

10.2.1 The National Board shall have the following elected Executive positions of Chair, Deputy Chair, Secretary, Treasurer, National Accreditation Officer and National Membership Officer.

10.2.2 These positions shall be elected from within the National Board's Directors.

10.2.3 The Immediate Past-Chair shall be ex-officio to the National Board.

10.2.4 The National Board shall co-opt any financial Member of the Society who acts in a representative capacity to the Asia-Oceania Federation of Sexology (AOFS) and/or the World Association for Sexual Health (WAS).

10.2.5 The National Board shall meet a minimum of four (4) times per year.

10.3 The Executive Management Committee of the National Board

10.3.1 The Executive Management Committee shall consist of the National Chair, Deputy Chair, Secretary, Treasurer, National Accreditation Officer, National Membership Officer and the Immediate Past-Chair.

10.3.2 The Executive Management Committee shall meet bi-monthly, excluding December and January.

11. *VOTING AT GENERAL MEETINGS (Refers to Article 34 of SAS Constitution)*

No By-Law required at this time

12. *MINIMUM NUMBER OF DIRECTORS (Refers to Article 45 of SAS Constitution)*

12.1 The minimum number of Directors on the National Board shall be equal to the number of State Branches, with each State Branch duly electing two (2) representatives.

13. *QUALIFICATIONS OF DIRECTORS (Refers to Article 48 of SAS Constitution)*

13.1 *SAS Constitution: It shall be necessary for a director to be a member of the company by way of qualification as described in the By-Laws.*

13.2 To be eligible for election as a Director, Members must be:

13.2.1 Current financial Members of the Society

13.2.2 Be accredited to at least Associate level with the Society

- 13.2.2.1 If an Accredited Member is not available for nomination and election, then a Member of good standing with the State Branch may be duly elected as a Director.
- 13.3 When a Member of the Society is elected to an Executive Committee position on AOFS or WAS, that person can be voted onto the National Board, with committee approval, in the position of International Liaison Officer for the duration of the appointment, without voting rights.
14. *TENURE OF DIRECTORS (Refers to Article 49 of SAS Constitution)*
- 14.1 The term of office for a Director on the National Board shall be two (2) years.
- 14.2 National Board Members will be eligible for election for up to a maximum of two (2) consecutive terms as Director unless there is no one else who wants to or is eligible to take on that position, and providing they have the support of the State Branch to continue.
15. *INSPECTION OF MINUTE BOOKS (Refers to Article 84 of SAS Constitution)*
- 15.1 A nominal fee may be charged for inspection of minute books if deemed appropriate by the Executive Management Committee.
16. *PAYING ACCOUNTS*
- 16.1 All debts to accounts of the Society will be paid either by cheque or by electronic transfer, signed by two National Council account signatories.
17. *SUB-COMMITTEES*
- 17.1 The National Council shall convene sub-committees, as required, to assist the work of the Society. Membership of sub-committees will be drawn from the membership of the Society. Non-members shall have an ex-officio role only.
- 17.2 Each sub-committee in consultation with National Council shall develop a Terms of Reference for the on-going management of the sub-committee. Sub-committees must ratify all decisions through the National Council.
18. *STATE BRANCH OPERATING PROCESSES*
- 18.1 Each State and/or Territory may form a branch of the Society, providing there is a minimum of (3) three financial Members. State branches must have an elected President, Secretary and Treasurer. Each State Branch will elect (1) one representative to National Council, other

than the State President. Other positions may include Vice-President, State Accreditation Officer and/or State Membership Officer if numbers allow.

- 18.2 The State President and elected National Council representative will represent each State Branch on National Council. These representatives will need to be eligible to become directors of the Society of Australian Sexologists Ltd.
- 18.3 The election of State Office Bearers must occur biennially (every (2) two years and State AGM's must be held at least (6) six weeks before the National AGM in October. Presidents Report detailing the Branch activities for the year and the State Financial Report must be submitted (6) six weeks prior to the National AGM each year.
- 18.4 State Branches shall meet a minimum of (4) four times per year, which must be minuted, and branches will facilitate for a minimum of (4) four Clinical Education meetings per year. Other optional services to Members may include peer/group supervision, journal club and other networking opportunities for Members, relative to the needs, requirements and availability of that State's Members.
- 18.5 State Branches shall be funded by the Society based on a formula as determined by the National Council each year in May.

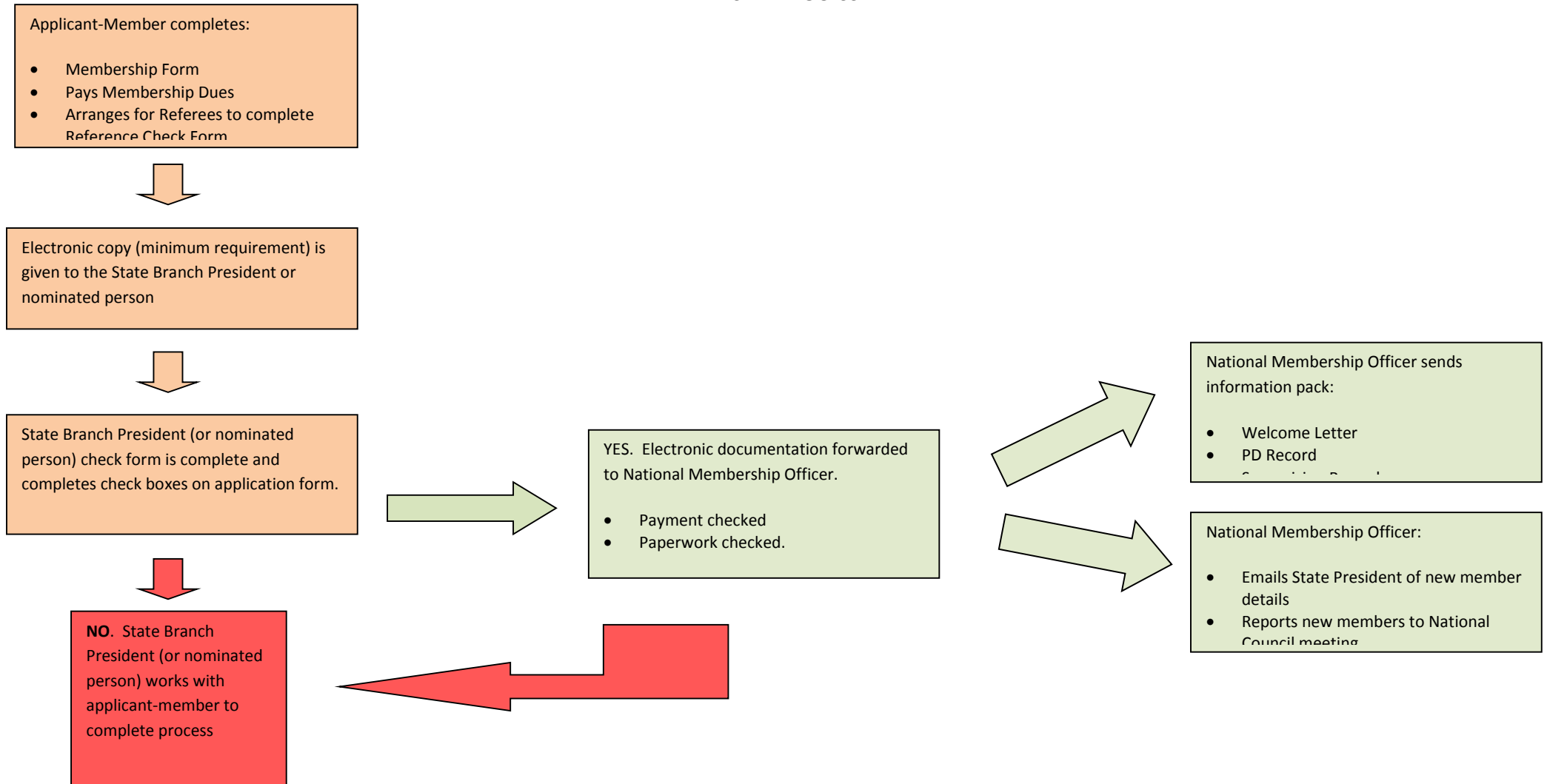
APPENDICES

APPENDIX A:

Membership Flow Chart

SOCIETY OF AUSTRALIAN SEXOLOGISTS

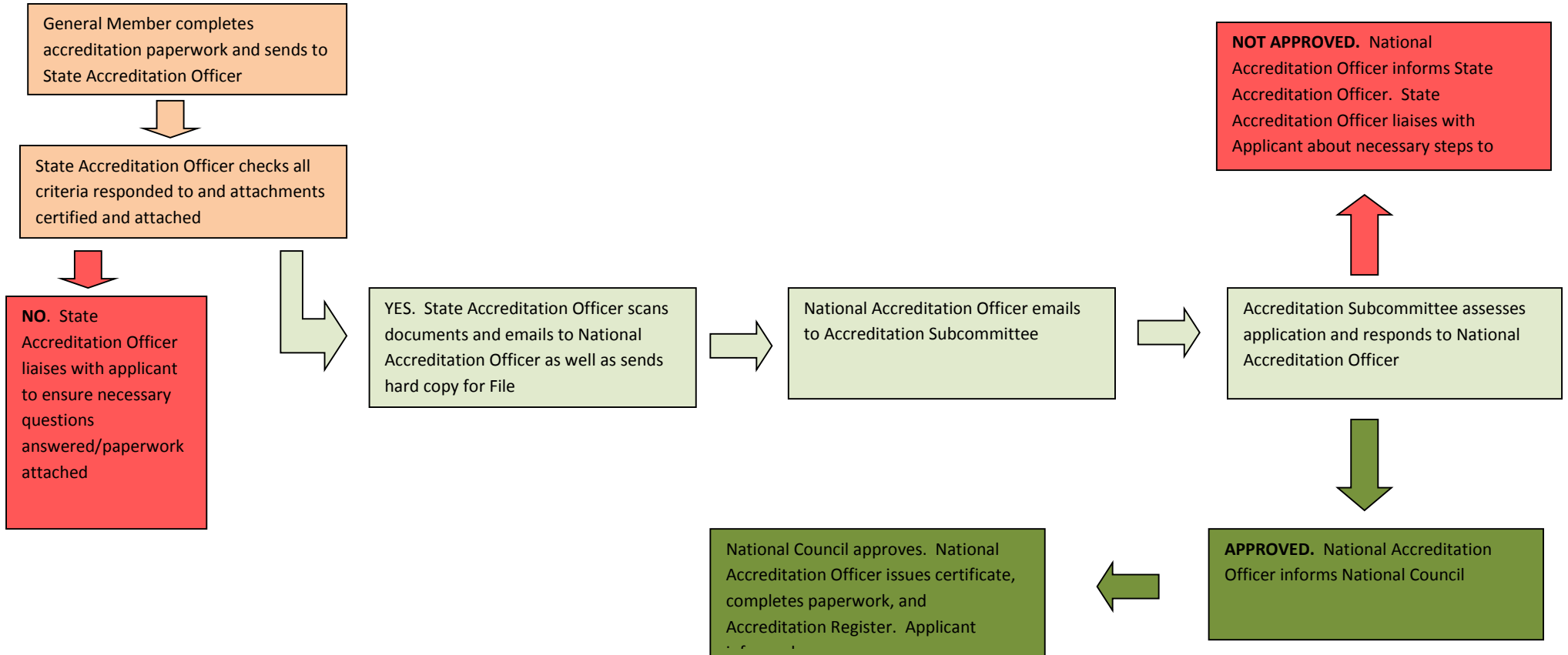
MEMBERSHIP PROCESS



APPENDIX B:

Accreditation Flow Chart

ACCREDITATION PROCESS



APPENDIX C:

Complaints Form

Society of Australian Sexologists Limited Complaints Form

Before completing this form:

Please confirm the person you wish to complain about is either a Student Member, General Member or Accredited Member of the Society of Australian Sexologists Limited.

This form is designed to collect sufficient information for the Society's Ethics and Governance Sub-Committee to assess the complaint as acceptable under the Society's Constitution, By-Laws and Code of Ethics and Practice.

Completing the Form

- If you require extra space, please attach additional information separately
- Attach any supporting documentation
- Please provide the details of the complaint including:
 - What happened?
 - Who was involved?
 - When did it happen?
 - Why it caused you concern?
- It is important to include dates, times, places, and people that are relevant to this complaint.

Once Completed

Please forward the completed form and attached documentary evidence to:

Chair – Governance and Ethics Sub-Committee
Society of Australian Sexologists Ltd
PO Box 484,
BONDI JUNCTION NSW 1355



SOCIETY OF AUSTRALIAN SEXOLOGISTS

1. This complaint is about:

Student Member
Associate Psychosexual Therapist
Associate Sexuality Educator
SAS Accredited Supervisor

General Member
Clinical Psychosexual Therapist
Clinical Sexuality Educator

2. Details of the person/organisation who has received the service:

Did a person or organisation receive this service? Person Organisation

Mr/Mrs/Ms/Miss/Dr/Other _____

Last Name/Surname: _____

First/Given Name: _____

Name of Organisation (if applicable): _____

Street Address: _____

City/Suburb: _____ State: _____ Postcode: _____

Email: _____

Best Contact Telephone Number: _____

Date of Birth: _____

Preferred Language: _____

Interpreter required: Yes No

AUSTRALIAN CAPITAL TERRITORY | NEW SOUTH WALES | TASMANIA

WESTERN AUSTRALIA | QUEENSLAND | VICTORIA | NORTHERN TERRITORY | SOUTH AUSTRALIA

3. Details of person or organisation who is making this complaint:

As above, I am making the complaint about the service I received

OR

I am making this complaint on behalf of the person who received the service.

OR

I am making a complaint about the service received by another person which has impacted on me/other parties in relationship to the person who receive the service

OR

As above, complaint by an organisation

Relationship to the person who received the service:

Parent or guardian of a child under 18 years of age

Legal guardian

Relative (please state)

Health professional

Consumer advocate

Member of the public

Other (please state)

4. Details of the provider of the service:

Mr/Mrs/Ms/Miss/Dr/Other _____

Last Name/Surname: _____

First/Given Name: _____

Name of Organisation (if applicable): _____

Street Address: _____

City/Suburb: _____ State: _____ Postcode: _____

Email: _____

Best Contact Telephone Number: _____

5. Details of the complaint:

Please list the clauses from the Code of Ethics that you believe to have been breached and then attach a more formal and detailed statement providing examples of each breach. Please note that if you have more substantial documentation or evidence to submit, you should indicate that this is available and it can be provided later in the complaints process if required. Your attached statement will be forwarded to the respondent in due course.

6. Have you already attempted to address this complaint?

Yes No

If yes, please outline what you have attempted and the outcome.

If no, please outline why you have not done so.

7. The outcome sought from this complaint:

8. Privacy considerations:

If you make a complaint, personal information about you and the complaint will be collected by SAS Ltd and discussed in the prescribed SAS Ltd Complaints Committee process. All personal information will be treated in accordance with the *Personal Information Protection Act 2004*.

In order to review this complaint, a copy of the formal and detailed statement providing examples of each breach of the SAS Ltd *Code of Ethics and Conduct* will be forwarded to the person(s) named in Section 4, as the provider of the service. In the case of third party complaints, the client recipient of the service will also be notified that a complaint has been lodged.

I agree to a copy of my complaint being sent to the respondent: Yes No

If you do not wish to happen, please outline your reasons:

9. Consent and Declaration:

Please note: if SAS Ltd deems this complaint to be of a significantly serious nature it will be forwarded to an appropriate external agency such as the Health Care Complaints Commission or the police.

Please complete only **ONE** of the following:

a. I am the person/organisation who received the service and am lodging this complaint:

Signed: _____

Date: _____

b. I have the consent of the person who received this service to lodge this complaint s follows:

I, _____ give permission
(Person who received service)

to _____ to lodge this complaint on my behalf.
(Person making complaint)

Signed: _____

Date: _____

c. I do not have permission of the person who received this service to lodge this complaint, however, I believe this complaint should be investigated because:

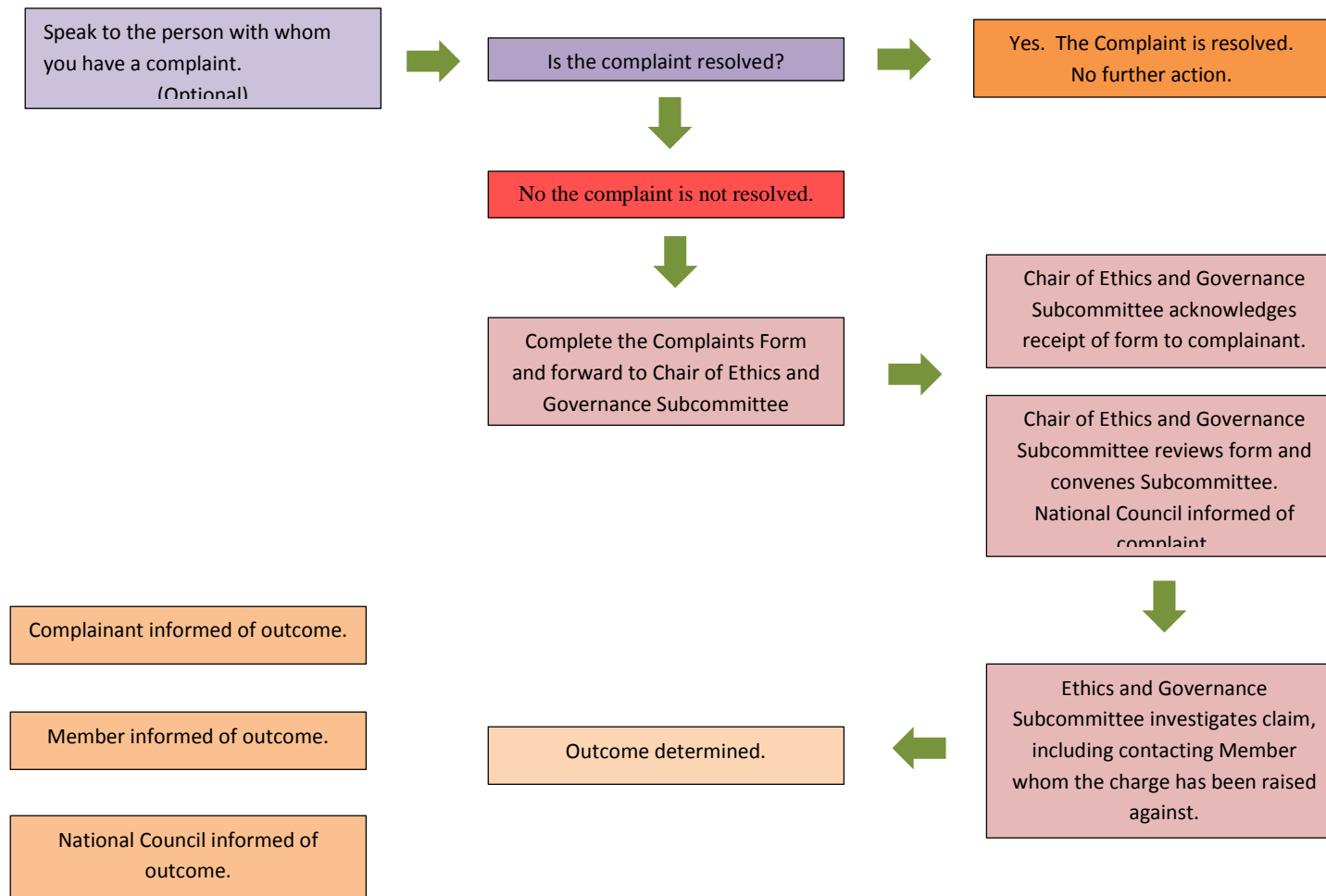
Signed: _____

Date: _____

Appendix D

Complaints Procedure Flow Chart

Complaints Process



APPENDIX E:
Nomination Form



SOCIETY OF AUSTRALIAN SEXOLOGISTS

SOCIETY OF AUSTRALIAN SEXOLOGISTS LTD | ABN: 78 892 782 241
PO Box 484, BONDI JUNCTION, NSW 1355
WWW.AUSTRALIANSEXOLOGISTS.ORG.AU

NOMINATION FORM

NOMINATION

I, _____

of _____

being a financial member of the Society of Australian Sexologists Limited hereby nominate:

of _____

for the position of _____

Signed this _____ day of _____ 20 _____

Signature

ACCEPTANCE

I, _____ accept the above nomination

for the position of _____

Signature

SECONDED

I, _____ second the above nomination of

Signature

AUSTRALIAN CAPITAL TERRITORY | NEW SOUTH WALES | TASMANIA

WESTERN AUSTRALIA | QUEENSLAND | VICTORIA | NORTHERN TERRITORY | SOUTH AUSTRALIA

APPENDIX F:

Proxy Form



SOCIETY OF AUSTRALIAN SEXOLOGISTS LTD | ABN: 78 892 782 241
PO Box 484, BONDI JUNCTION, NSW 1355
WWW.AUSTRALIANSEXOLOGISTS.ORG.AU

PROXY FORM

I, _____

being a financial member of the Society of Australian Sexologists Limited hereby appoint:

as my proxy to vote for me on my behalf at the Society of Australian Sexologists Limited

_____ to be held on _____

(Meeting Title) (Meeting Date)

and any adjournment of that meeting.

Signed this _____ day of _____ 20 _____

Signature

N.B. Unless otherwise instructed the proxy may vote as she/he thinks fit.

AUSTRALIAN CAPITAL TERRITORY | NEW SOUTH WALES | TASMANIA

WESTERN AUSTRALIA | QUEENSLAND | VICTORIA | NORTHERN TERRITORY | SOUTH AUSTRALIA

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