# The Network for the Public Communication of Science and Technology (PCST Network) Incorporated
# Constitution and By-laws
# Amended 26 August 2026


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## Part 1.1 Preliminary

### 1 Name

The name of the association shall be “The Network for the Public Communication of Science and Technology (PCST Network) Incorporated” (hereafter referred to as “PCST network”).

### 2 Objectives

The objectives of the PCST Network are to advance the theory and practice of science communication. Specifically, the aims of the PCST Network are to:

(a) improve the theoretical understanding of science communication by providing a forum to consider developments in this field

(b) improve the practice of science communication by providing a forum to consider strategies and methods

(c) promote an exchange between practitioners and theoreticians, to improve both the study and practice of science communication

### 3 Definitions

In these rules:

***financial year*** means the year ending on 31 January.

***member*** means a member, however described, of the PCST Network.

***ordinary committee member*** means a member of the Scientific Committee who is not an office-bearer of the association as mentioned in section 14 (2).

***secretary*** means the person holding office under these rules as Secretary of the association or, if no such person holds that office, the public officer of the association.

**the Act** means the Associations Incorporation Act 1991.

**the regulation** means the Associations Incorporation Regulation 1991.

**Note:** A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

### 3A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

## Part 1.2 Membership

### 4 Membership qualifications

A person is qualified to be a member if that person has nominated for membership in accordance with section 5(1).

### 5 Nomination for membership

(1) A nomination of a person for membership of the association must be made by completing the onlinemembership application form.
(2) The Secretary must, on payment by the nominee of the subscription fee mentioned in subsection (9) within the period mentioned in that subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

### 6 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the association—
(a) cannot be transferred or transmitted to another person; and
(b) terminates on cessation of the person's membership.

### 7 Cessation of membership

A person ceases to be a member of the association if the person—
(b) resigns from membership of the association; or
(c) fails to renew membership of the association, or
(a) dies or, for a corporation, is wound up.

### 8 Resignation of membership

(1) A member may resign from membership of the association at any time by writing to the Secretary.
(2) If a person ceases to be a member, the Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

### 9 Subscription fee

(1) The membership fee of the association is $US2 or, if any other amount has been determined by resolution of the committee, that other amount.
(2) Members may join at any time. Membership becomes active from the date the subscription fee is paid and lasts for two years. .

### 10 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section 7.

### 11 Disciplining of members

The Association has determined it will not have a process for the disciplining of members.

## Part 1.3 Scientific Committee

### 12 Powers of Scientific Committee

The Scientific Committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—
(a) manages the affairs of the association; and
(b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
(c) has power to perform all acts and do all things that appear to the Scientific Committee to be necessary or desirable for the proper management of the affairs of the association.

### 13 Constitution and membership

(1) The Scientific Committee consists of 29 ordinary committee members, each of whom must be elected under section 15 or filling a casual vacancy and appointed in accordance with subsection (6).
(2) Only financial members of the PCST Network are eligible to stand for election to the Scientific Committee and to serve as members of the Committee. If a member becomes unfinancial, they are deemed to have resigned.
(3) The members of the Scientific Committee will be elected in six divisions, with six candidates from any geographical area who received the most votes overall, then four members drawn from those normally resident in the Americas; four from Africa; four from Europe; four from Asia; and two from Oceania and all other areas of the world, plus three 'youth members' who are under the age of forty on the date of the election, and two candidate who are registered students from a subject area related to science communication.
(4) Each member of the Scientific Committee, except for a student member and 'youth members', holds office, subject to these rules, for approximately four years, until the conclusion of the annual general meeting four years after the date of the member's election. Student members and 'youth members' will hold office for approximately two years, until the conclusion of the annual general meeting two years after the date of the member's election.
(5) The President may serve a maximum of six years, and then shall not be eligible to serve as President for two years.
(6) Members may serve a maximum of two consecutive four-year terms, and are then not eligible to stand for election for two years.
(7) If there is a vacancy in the membership of the Scientific Committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting where committee members are elected.
(8) The Scientific Committee once elected may invite one or two additional people to join the Committee. These additional members so appointed hold office, subject to these rules, until the conclusion of the next annual general meeting where committee members are elected.

## 14 Election of Scientific Committee members

(1) Nominations of candidates for election as members of the Scientific Committee—

(a) must be made on the prescribed nomination form; and

(b) must be lodged with the Secretary of the association not less than 21 days before the date fixed for the election.

(2) If insufficient nominations are received to fill all vacancies on the Scientific Committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the Scientific Committee are taken to be vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of members of the Scientific Committee must be conducted at the annual general meeting or in any other manner the Scientific Committee may direct.

## 15 Election of the office bearers

(1) The office-bearers of the association are –

(a) the President; and

(b) the Vice-President; and

(c) the Treasurer; and

(d) the Secretary.

(2) Once elected, the Scientific Committee will select from its members, the President, Vice-President, Treasurer and Secretary, electing them in that order.

## 16 President

The President shall:

(1) represent the interests of the PCST Network in any way consistent with these rules and advantageous to the PCST Network; and

(2) preside at meetings of the Scientific Committee and the general membership.

## 17 Secretary

The Secretary shall:

(1) keep record and minutes of—

(a) all elections and appointments of office-bearers and ordinary committee members; and

(b) the names of members present at a committee meeting or a general meeting; and

(c) all proceedings at committee meetings and general meetings.

(2) The Secretary shall ensure that the minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

## 18 Treasurer

(1) The Treasurer of the association must—

(a) collect and receive all amounts owing to the association and make all payments authorised by the association; and

(b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

## 19 Vacancies

For these rules, a vacancy in the office of a member of the Scientific Committee happens if the member—

(a) dies; or

(b) ceases to be a member of the association; or

(c) resigns the office; or

(d) is removed from office; or

(e) becomes bankrupt or personally insolvent; or

(f) suffers from mental or physical incapacity; or

(g) is disqualified from office under the Act, section 63 or section 63A; or

(h) is absent without the consent of the committee from all meetings of the committee held during a period of 24 months.

## 20 Removal of Scientific Committee members

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the Scientific Committee from the office of member of the committee before the end of the member's term of office.

## 21 Scientific Committee meetings and quorum

(1) The Scientific Committee must meet at least once every two years at the place and time and in a manner that the committee may decide.

(2) Additional meetings of the Scientific Committee may be called by any 6 members of the Scientific Committee requesting such a meeting.

(3) Oral or written notice of a meeting of the Scientific Committee must be given by the Secretary to each member of the Scientific Committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Scientific Committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Scientific Committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any 12 members of the Scientific Committee constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business may be transacted by the Scientific Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
(8) At meetings of the Scientific Committee—
(a) the President or, in the absence of the President, the Vice-President presides; or
(b) if the President and the Vice-President are absent, 1 of the remaining members of the Scientific Committee may be chosen by the members present to preside.

### 22 Delegation by the Scientific Committee to subcommittee

(1) The Scientific Committee may delegate, in writing, to 1 or more subcommittees (consisting of the member or members of the association that the Scientific Committee considers appropriate) the exercise of the functions of the Scientific Committee that are specified in the instrument, other than—
(a) this power of delegation; and
(b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
(2) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
(3) The Scientific Committee may, in writing, revoke wholly or in part any delegation under this section.

### 23 Voting and decisions

(1) Questions arising at a meeting of the Scientific Committee or of any subcommittee appointed by the Scientific Committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
(2) Each member present at a meeting of the Scientific Committee or of any subcommittee appointed by the Scientific Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## Part 1.4 General meetings

### 24 Annual general meetings—holding of

The association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.

### 25 Annual general meetings—calling of and business at

(1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time and in the manner that the committee considers appropriate.
(2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—

(a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
(b) to receive from the committee reports on the activities of the association during the last financial year; and
(c) to elect members of the committee and the public officer; and
(d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).

(3) An annual general meeting must be specified as such in the notice calling it and circulated to all members.

(4) An annual general meeting must be conducted in accordance with the provisions of this part.

## 26 General meetings—calling of and notice

(1) The committee may, whenever it considers appropriate, call a general meeting of the association.

(2) The committee must, on the requisition in writing of not less than 10 members or 10% of the total number of members, whichever is the greater, call a general meeting of the association.

(3) A general meeting must be called and notice of the meeting provided to members in accordance with the Act.

## 27 General meetings—procedure and quorum

(1) No item of business may be transacted at a general meeting (including the annual general meeting) unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

(2) Fifteen members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

(3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting will be dissolved or adjourned in accordance with the Act.

## 28 Presiding member

(1) The President, or in the absence of the President, the Vice-President, presides at each general meeting of the association.

(2) If the President and the Vice-President are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

## 29 Adjournment

A general meeting may be adjourned with the consent of the majority of members present at the meeting. The adjourned meeting must be conducted in accordance with the Act.

## 30 Making of decisions

(1) A question arising at a general meeting of the association is to be decided on a show of hands.

(2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
(3) If the poll is demanded at a general meeting, the poll must be taken—
(a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
(b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### 31 Voting

(1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
(2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
(3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
(4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.
(5) The Scientific Committee may choose to allow voting by other means (including electronic voting)

### 32 Appointment of proxies

(1) Each member is entitled to appoint another member as proxy by notice given to the Secretary no later than 1 hour before the time of the meeting for which the proxy is appointed.
(2) The notice appointing the proxy must be in the form set out in appendix 2, or another form as determined by the committee.

## Part 1.5 Miscellaneous

### 33 By-laws

(1) The Scientific Committee shall have power to make by-laws not inconsistent with this constitution prescribing all matters are necessary or convenient to be prescribed for the carrying out or giving effect to the provisions of the constitution.
(2) The by-laws shall form a supplement to, but not a part of, this Constitution.
(3) By-laws may be adopted, amended or deleted by a simple majority of the Scientific Committee or a general meeting.

### 34 Funds—source

(1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.

(2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
(3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### 35 Funds—management

(1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the Scientific Committee decides.
(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

### 36 Alteration of objects and rules

Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

### 37 Common seal

(1) The common seal of the association must be kept in the custody of the Secretary.
(2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signature of any member of the committee authorised by the committee.

### 38 Custody of books

Subject to the Act, the regulation and these rules, the Secretary or a nominee of the committee must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

### 39 Inspection of books

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

### 40 Service of notice

For these rules, the association may serve a notice on a member by sending it by post or other means as the Committee may decide to the member at the member's address shown in the register of members.
*Note* For how documents may be served, see the Legislation Act, pt 19.5.

### 41 Surplus property

(1) At the imaugural general meeting of the association, the association must pass a special resolution nominating—
(a) another association for the Act, section 92 (1) (a); or

(b) a fund, authority or institution for the Act, section 92 (1) (b) in which it is to vest its surplus property in the event of the dissolution or winding up of the association.

(2) An association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

## Appendix 1

(see s 30 (2))
Form of appointment of proxy

I, .....
(full name)

of .....
(address)

a member of The Network for the Public Communication of Science and Technology (PCST Network) Incorporated

appoint

.....
(full name of proxy)

of .....
(address)
a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

.....
and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....
(Signature of member appointing proxy)
Date .....
Note: A proxy vote may not be given to a person who is not a member of the association
(*To be inserted if desired.)

## By-laws of the PCST Network

### By-law 1

The Scientific Committee shall appoint a sub-committee to be called the Management sub- committee, and consisting of the President, Vice-President, Secretary and Treasurer, plus at least four other members of the Scientific Committee. The task of this sub-committee will be to manage the day-to-day affairs of the PCST Network, under the broad guidance of the Scientific Committee.

It will:
(1) meet at least 3 times in each calendar year at the place and time and in the manner that the committee may decide.
(2) Additional meetings may be called by any two members of the Management sub-committee.
(3) Oral or written notice of a meeting of the Management sub-committee must be given by the Secretary to each member of the Management sub-committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Management sub-committee) before the time appointed for the holding of the meeting.
(4) Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no business other than that may be transacted at the meeting, except business that the Management sub-committee members present at the meeting unanimously agree to treat as urgent.
(5) Any 3 members of the Management sub-committee constitute a quorum for the transaction of the business of a meeting of the Management sub-committee.

### By-law 2

The Scientific Committee may elect Honorary Members, to recognise outstanding merit in the field of science communication or to the PCST Network.

### By-law 3

Ordinary members can cast votes equal to the number of vacancies to be filled at an election for members of the Scientific Committee.

### By-law 4

The bi-annual membership subscription shall be set at $US70 for high income countries, $25 for all other countries. Student rates will be 50% of the rates applying to the country of residence. Countries will be allocated according to the World Bank's classification.

### By-law 5

The benefits of membership shall be the right to stand for the Scientific Committee, the right to vote in PCST Network elections and at general meetings,

and a reduced fee for the biennial PCST Network conference which shall not exceed the annual membership fee.

## By-law 6

Amending the objects or the constitution can only be carried out by special resolution of the Association. This requires 21 days' notice to all members and must be passed by a ¾ majority.

## By-law 7

**The Program Committee**

The Scientific Committee shall appoint a sub-committee called the Program Committee, whose chair is elected by the Scientific Committee. The Program Committee further consists of the chair of the local organising committee or their nominee plus three other members of the Scientific Committee. The Program Committee may co-opt two other persons as members.

The Program Committee will plan the program for the next PCST Network conference. It is responsible for the conference content, including organising the review of proposals, confirming plenary speakers, drawing up the conference program, and advising the Local Organising Committee on conference administration matters. Members are expected to give prompt advice and guidance on all matters relating to the program.

The Committee is responsible for changes and updates to the Conference guidelines that set out the main elements of the structure and organisation of PCST Network conferences.

The Program Committee will be appointed as soon as the previous conference is over.

## By-law 8

**The Local Organising Committee**

The team organising the conference at a local level will appoint a committee to manage the conference, to be known as the Local Organising Committee.

The size and membership of this committee will be set by the local team. The convener of the Local Organising Committee will be a member of the PCST Network Scientific Committee.

The Local Organising Committee may appoint sub-committees with specific responsibilities.

The Local Organising Committee's responsibilities include arranging venues, registration, promotion of the conference, accommodation booking, catering, the social program, sponsorship, and managing the conference web site.

## By-law 9

The Treasurer is authorised to make routine payments of up to $AU350 from the PayPal account, and such payments should be recorded in the minutes of the Management Committee.

## By-law 10

**Voting in elections**

That the following process will govern the period of voting in elections for members of the PCST Network Scientific Committee:

(1) Members can vote in elections for the Scientific Committee only by logging on and voting electronically

(2) Voting will open not more than three days before the AGM, and close at about midnight on the second day of the conference so that election results can be declared while the conference is still in session.

The precise timing of the voting period will be determined by the Scientific Committee.

## By-law 11

**Voting at Annual General Meetings (AGMs)**

That the following process will govern the process of voting at AGMs:

(1) Members shall vote on all substantial motions at general meetings (eg changing the constitution) by logging on and voting electronically.

(2) Voting on these substantial motions will open not more than three days before the AGM, and close not more than two days after the AGM has concluded, with voting open for at least three days. The dates of the voting period will be determined by the Scientific Committee.

(3) Voting on minor motions (e.g. thanking the Treasurer for their report) will be decided at the meeting by the members present.

(4) The AGM will be held on the second day of the conference at a time to be determined by the Scientific Committee.

## By-law 12

**President Elect**

To ensure the continuity of the management of the PCST Network, the President will advise the Scientific Committee of their intention to resign one year in advance.

The PCST Network Scientific Committee will then elect a "President Elect".

(1) The President Elect is elected by the Scientific Committee one year before the President's intended retirement from the membership of the Scientific Committee. In line with the PCST Network Constitution, the President Elect would need to be eligible to be elected President following the next election.
(2) The President Elect will shadow the President for one year to provide leadership continuity.
(3) Following the election of the new Scientific Committee, the Scientific Committee will vote for the President as per the constitution, with the expectation that the President Elect will put themselves forward as a candidate.

## By-law 13

**Immediate Past President**

On retirement, the departing PCST Network President will take up the role of "Immediate Past President" for one more year, to provide mentoring and handover guidance to the new President.

The Immediate Past President is an honorary and advisory (non-voting) role and does not require involvement in Scientific Committee activities beyond providing support and advice as requested.