Bylaws of the Australia and New Zealand Falls Prevention Society

Approved October, 2026

Organisation of the Constitution

Article 1. Name
Article 2. Purpose and Objectives
Article 3. Society Membership
Article 4. Membership of the ANZFPS Executive Council
Article 5. Powers and Duties of Members of the ANZFPS Executive Council
Article 6. Conferences
Article 7. Symposia and Meetings
Article 8. Communications
Article 9. Fiscal Management
Article 10. Indemnifications
Article 11. Conflict of Interest Disclosure
Article 12. Dissolution

Article 1. Name

The name of the society is the Australia and New Zealand Falls Prevention Society (ANZFPS).

Article 2. Purpose and Objectives

2.1 The purpose of the ANZFPS is to promote the multidisciplinary study and implementation of falls prevention in older people and clinical populations at increased risk of falling.

2.2 Objectives

- To plan and organise ANZFPS conferences, symposia and meetings
- To present and discuss the latest research and clinical findings relating to falls risk factors and falls prevention strategies.
- To facilitate student participation at ANZFPS conferences through travel grants,

low registration fees and presentation awards.
- To provide members with email notifications about upcoming ANZFPS conferences and other occasional email updates.
- To facilitate interaction between members who meet from Australia, New Zealand and across the world.
- To foster links with similar societies and networks around the world.
- To promote the broad discipline of falls prevention research.
- To translate falls prevention into practice and policy through advocacy and education

2.3 The property and income of the ANZFPS shall be applied solely towards the purpose stated above, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the ANZFPS or any individual except in good faith in the promotion of those purposes.

Article 3. Society Membership

3.1 The ANZFPS shall consist of three categories of members with applications following procedures defined by the Officers of the ANZFPS: Regular Members; Student and Emeritus Members.

3.2 Regular Members. Any person who has an interest in falls prevention, including those engaged in falls prevention research, clinical practice or policy is eligible to be a regular member.

3.3 Student Members. Students enrolled in degree granting programs at institutions of higher learning are eligible to be student members.

3.4 Emeritus Members. Any person who has retired from professional employment in falls prevention research or clinical practice and has been an active member in good standing of the ANZFPS for at least 10 years.

3.5 Membership dues. The Executive Council shall set biennial dues to the members according to the needs of the ANZFPS. Membership dues will be included in the registration fee of each ANZFP conference and provide membership up until the next biennial conference. People wishing to join the ANZFPS between conferences will need to complete and email a form available on the website, to be forwarded to the Treasurer, and pay a fee (to be set by the Executive Council) to cover the administration cost. This will allow membership up until the next conference.

3.6 Voting Rights. All members whose dues are paid in full are entitled to vote as provided in these Bylaws for the purposes of: a) electing officers and the members of the ANZFPS Executive Council; and b) voting at general business meetings.

3.7 Termination of Membership. Membership in any class shall cease upon a) death, b) failure to pay biennial membership dues, b) ceasing to meet eligibility requirements for such class of membership; c) expulsion in accordance with the resolution of the ANZFPS Executive Council.

Article 4. Membership of the ANZFPS Executive Council

4.1 Officers include: the President, Vice-President, Treasurer, Secretary, Communications Manager, one student or early-career Researcher, one mid-career Researcher, four representatives from the Regular Membership, one Māori representative and one Aboriginal and/or Torres Strait Islander representative, two consumer representatives, immediate past President (ex-officio), immediate past conference host (ex-officio) and immediate future conference host (ex-officio). Officers must agree to attend the biennial meetings during their term of office. The Executive Council must include at least two members working in falls prevention and living in New Zealand and must strive to include representatives from at least four different Australian states/territories, with a minimum of two states represented.

4.2 The President, Vice-President, Treasurer, Secretary, Communications Manager, student/Early-career Researcher, Mid-career Researcher, Māori Representative, Aboriginal and/or Torres Strait Islander Representative, Consumer Representatives and four representatives from the Regular Membership, are elected by a majority vote of the General Assembly at the biennial conference.

4.3 The President and elected representatives are elected at a General Assembly meeting held in association with the biennial conference. The Secretary will ask for expressions of interest for serving on the Executive Council via an email to members no later than 3 months prior to the General Assembly meeting. An expression of interest invitation will also be posted on the ANZFPS' website at this time. Members seeking election to the Executive Council need to send their nomination to the Secretary at least one month prior to the General Assembly meeting. Nominations require a seconder from a current ANZFPS member. Nominees must submit a one-page biography / election bid one week prior to the General Assembly meeting for posting on the ANZFPS webpage and distribution to General Assembly attendees. Speeches and bids from the floor are not permitted. The Secretary shall oversee the election of Officers at the biennial meeting and ensure that each member has only one vote. A Nomination Committee (composed of the Immediate Past President as Chair and a General Member without a conflict of interest) will tally the votes and declare the winners of the elections at such meetings. Candidates with the most votes will fill the vacancies. If an elected Officer resigns or cannot continue serving the ANZFPS, the Executive Council may appoint an interim replacement until an election at the next biennial meeting.

4.4 Elected representatives will serve a term of 2 years and are eligible for re-election. The maximum term for President is 3 terms or 6 years.

4.5 Māori and Aboriginal and/or Torres Strait Islander Representation. The ANZFPS will seek to fill Australian Aboriginal and/or Torres Strait Islander and Aotearoa/New Zealand Māori representative positions on the Executive Council by election or otherwise by petition.

4.6 Student/Early-career and Mid-career Researcher Representation. The ANZFPS will seek to fill positions of one Student/Early-Career Researcher (up to 5 years FTE post-research degree) and one Mid-career Researcher (5-10 FTE years post-research degree) on the Executive Council.

4.7 Consumer Representation. The ANZFPS will seek to fill two consumer representative positions on the Executive Council and will strive for representation from both Australia and New Zealand. These representatives will provide consumer perspectives on falls prevention and represent the interests of older people and clinical populations at increased risk of falling

Article 5. Powers and Duties of Members of the ANZFPS Executive Council

5.1 President. The President shall preside at the ANZFPS general Assembly and Executive Council meetings. The President shall be responsible for executing policies as determined by the ANZFPS Executive Council. The President will plan, organise, direct and coordinate the activities of the ANZFPS, delegating to ensure that the objectives of the ANZFPS are attained. The President will report to the Executive Council and to the membership at the biennial meeting. The President shall appoint a Nomination Committee and the Chairpersons of any Sub-committees. The President shall be empowered to establish and abolish ad hoc committees for specific tasks as needed. The President may invite Committee chairpersons to attend meetings of the Executive Council when deemed appropriate. The President maintains the original copy of the past and current bylaws.

5.2 Vice President. The Vice President typically chairs the Scientific Content Committee, supported by the President and Treasurer. In case of death, disqualification, removal, resignation or absence of the President, inability of the President from any cause to act, the Vice President shall perform the duties of the office of the President.

5.3 Immediate Past President. The Immediate Past President will continue to serve on the Executive Council for a term of two years following their term. The Immediate Past President shall be available to the President for counsel and assistance as needed.

5.4 Conference Host. The Immediate Past Conference Host will continue to serve on the Executive Council for a term of two years following her/his host conference. The Immediate Past Conference Host shall be available to the President for counsel and assistance as needed.

5.5 Secretary. The Secretary will organise meetings of the Executive Council. They will record and distribute planning and general meeting minutes, handle and maintain copies of all major correspondence, coordinate nomination procedures for officers, run election procedures at the biennial meeting, and hand over minutes and all other files to the incoming Secretary. The Secretary will maintain a list of the members of the ANZFPS and distribute correspondence under the direction of the President. The secretary is responsible for maintaining files of all incoming and outgoing correspondence received from members.

5.6 Treasurer. The Treasurer will be responsible for keeping account of the monies received and expended for the use of the ANZFPS and shall make payments approved in writing by officers of the ANZFPS designated by the Executive Council; and deposit all funds received in a dedicated University or Medical Research Institute account, a bank or banks or trust company approved by the Executive Council and subject to its inspection and control. At

the expiration of their term of office, the Treasurer shall deliver to the appointed successor all books, monies and other property of the ANZFPS held in their capacity as Treasurer. The Treasurer shall seek professional guidance to ensure that the finances of the ANZFPS are recorded in compliance with the laws and Australian regulations governing the non-profit status of the ANZFPS. The Treasurer shall automatically be a member of the scientific committee of the Executive Council biennial conference and, with the Immediate Future Conference Host, provide a written report on the status of the conference to the President of the ANZFPS at least every six (6) months. The Treasurer (or President in the absence or unavailability of the Treasurer) shall be empowered to authorise payments up to a limit determined by the Executive Council. Payments of a higher amount shall require the signature of the Treasurer (or Vice President in the absence or unavailability of the Treasurer) and the President.

5.7 Communications Manager. The Communications Manager will maintain the ANZFPS website and information dissemination between conferences. This will include information on conference venues, programs, call for abstracts and registration information. Additional information relating to other conferences, meetings and resources will also be posted as required.

5.8 Elected Representatives. Regular Elected members will represent the views of regular members of the ANZFPS to the Executive Council. The Student / Early-career researcher and the Mid-career researcher Elected Representatives will represent the views of student, Early Career and Mid-Career Researcher members of the ANZFPS which includes graduate students and post-doctoral fellows.

5.9 Consumer Representatives. Consumer Representatives will help to advocate for older people and clinical populations at increased risk of falling. They will be asked to provide feedback to help ensure the needs of older people and clinical groups are considered in the Society purpose, objectives and activities.

5.10 Conference Organising Committee. The Conference Organising Committee shall primarily comprise ANZFPS members from the host city of the upcoming conference. The delegated conference host is responsible for recruiting Organising Committee members on behalf of the ANZFPS to organise the upcoming conference (i.e., selecting the venue, organising the catering and conference dinner and entertainment). Organising Committee members must be endorsed by the Executive Council. The Organising committee may work with a conference organiser in the planning and the running of the ANZFPS conference.

5.11 Scientific Content Committee. The Scientific Content Committee will be chaired by the Vice President and comprise 3-5 members of the Executive Council (including past and current conference hosts) and minimum two members of the Local Organising Committee. The Scientific Committee shall be responsible for selecting invited speakers, planning the conference program and organising the review of submitted abstracts regarding suitability as oral or poster presentations. They will aim to recruit a working group of reviewers with the sole role of reviewing abstracts (no more than 40 abstracts per reviewer), being Executive Committee members and/or general members of good standing.

5.12 Nomination Committee: This committee is responsible for overseeing the election of officers. It will be chaired by the Immediate Past President and will also comprise at least one General Member without a conflict of interest. This committee will also oversee the

selection of conference award winners.

5.13 Various Members from time to time may be invited to Executive Council meetings for express purposes but without executive voting rights.

Article 6. Conferences

6.1 The ANZFPS will hold biennial conferences. The Secretary will ask for bids for the conference to be held at least 3 years ahead via an email to members. An invitation for bids will also be posted on the ANZFPS website at this time, along with the conference bid submission deadline. The Executive Council will select the host institution, place and time of each conference at least 2 years prior to the conference date.

Article 7. Symposia and Meetings

7.1 In addition to biennial conferences, the ANZFPS may hold symposia and meetings on a regular or ad hoc basis in topic areas consistent with the Society's purpose and objectives. Proposed symposia and meetings require endorsement from the Executive Council.

Article 8. Communications

8.1 The ANZFPS will maintain a website and provide members with email notifications about upcoming ANZFPS conferences and other occasional email updates.

Article 9. Fiscal Management

9.1 The fiscal year of the ANZFPS shall be the calendar year commencing on the 1st day of January and concluding on the 31st day of the following December.

9.2 An end-of-year financial report of the ANZFPS indicating the income, expenses and balance of the ANZFPS shall be prepared by the Treasurer and presented to the Executive Council for approval by April 1 in the year following the close of each fiscal year.

9.3 The approved annual financial reports will be presented at the biennial meeting for information to the membership.

Article 10. Indemnifications

10.1 The ANZFPS shall indemnify any Executive Council members, employee or agent of the ANZFPS against reasonable expenses and against liability incurred by such a person in a proceeding in which they were a party by reason of the fact that they were an Executive Council member, employee or agent of the ANZFPS. These indemnification rights shall not be deemed to exclude any other rights to which the person may otherwise be entitled. The ANZFPS may indemnify, reimburse, or advance expenses to a covered person.

Article 11. Conflict of Interest Disclosure

11.1 The Executive Council requires the disclosure in circumstances where a contract for goods or services may be awarded to a person or business in which an Executive Council member has a material interest. A conflict of interest exists when an Executive Council member takes part in decisions to transact Executive Council business with a person or business in which they have a material interest. Therefore, the responsibility rests with individuals to disclose whenever they have influence over a decision about a proposed contract between the Executive Council and a business in which they have substantial holdings and to withdraw from the ANZFPS decision-making process.

Article 12. Dissolution

12.1 The ANZFPS may be dissolved pursuant to a resolution of the General Membership. If, on dissolution, any property of the ANZFPS remains after satisfaction of the debts and liabilities of the ANZFPS and the costs, charges and expenses of the dissolution, that property shall be distributed:

a) to another association or associations having objectives similar to those of the ANZFPS; or,
b) for charitable purposes, which associations or purposes, shall be determined by the Executive Council in consultation with the members.