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# ANZSOC Thematic Groups Guidelines

## 2020



## **Background**

As part of ANZSOC's commitment to supporting its members, we are inviting proposals for the establishment of ANZSOC Thematic Groups. These groups will allow members to come together around particular themes which can be either topic based, focused on a current issue, or sub-disciplinary based. Thematic Groups will also assist with the cohesiveness of themes and panels for the annual conferences and groups are encouraged to organise and submit panels of papers to the annual conference.

## **Establishing a group**

Formal proposals can be submitted to the Committee of Management via [secretary@anzsoc.org](mailto:secretary@anzsoc.org).

Proposals for Thematic Groups should include the following information:

- Thematic Group title;
- Brief description of aims and objectives (suitable for the website and other publicity);
- Names of the Convener and any Co-Conveners;
- Names of a minimum of 15 current ANZSOC members (including Conveners), who endorse the proposed group and propose to belong to it. The Committee of Management may consider fewer members for new and emerging areas.

## **Membership**

Rules for membership:

- Membership of Thematic Groups is confined to current financial ANZSOC members;
- Membership of Thematic Groups must be maintained at a minimum of 15 current ANZSOC members per year. The Committee of Management may consider fewer members for new and emerging areas;

- Members can be part of more than one Thematic Group but must ensure that the Thematic Group's aims and objectives are being achieved by attending members' meetings and actively participating of each group;
- New and existing ANZSOC members who wish to join a Thematic Group should contact the Convener/s of the group.

### **Web presence on ANZSOC website**

Thematic Groups will be allocated a page on the ANZSOC website. The page will contain:

- thematic group aims and objectives;
- contact details of the convener/s;
- a list of current members.

Thematic Group pages could also contain:

- information about upcoming events;
- photos from previous events;
- calls for paper submissions;
- links to articles of interest or relevant resources.

### **Funding**

Groups can apply for up to \$2,000 for activities that support their thematic area. The money could be used to fund costs such as (but not limited to):

- speaker travel and accommodation;
- fees for venue hire;
- costs for digital activities;
- advertising.

Funding approval is dependent upon the merit of the application, the number of applications received, and ANZSOC's financial position at the time the application is submitted. Applications can be submitted at any time and will be considered at the next Committee of Management meeting. All applications require consideration by and approval of the Committee of Management.

### **Ensuring continued vibrancy:**

Annually, by 31 October each year, the Convener/s of each Thematic Group must submit a progress report of approximately two pages to the ANZOSC Committee of Management. This report should include a brief summary of the activities of the group, the outcomes of any ANZSOC funded activities, and a statement regarding whether the group plans to continue.

### **Governance**

Rules for governance of Thematic Groups are needed to strike a balance between autonomy and democracy, as follows:

- No person can remain Convener for longer than three consecutive years.
- If a Convener needs to step down from the role during their 3 year term, all Thematic Group members need to be consulted and a volunteer replacement needs to be sought.
- The position of Convener will automatically fall vacant at the time of review (see below).
- Conveners are to be determined by the membership of the Thematic Group, either through meetings at the ANZSOC Annual Conference or through email communication with all Thematic Group members.

### **Obligations**

- To maintain a presence on ANZSOC website.
  - Some groups may also want to establish their own websites or create a social media presence. Where this is the case, Thematic Groups should place the following statement on their group pages and accounts: 'The information, opinions and ideas contained on this site are not necessarily endorsed by the Australian and New Zealand Society of Criminology. Nor does ANZSOC guarantee the validity, completeness or utility of the information provided. Reference herein to any products, services, processes, hypertext links to third parties or other information does not necessarily constitute or imply endorsement, sponsorship or recommendation.'

- The support of ANZSOC should be acknowledged on materials relating to all activities where funds are disbursed; and
- Groups who receive funding from ANZSOC for activities must provide a brief report of the activity that was funded and account for monies received. This report is to be sent to the ANZSOC secretary within one month of the activity.

### **Disestablishment**

Thematic Groups could be disestablished by the Committee of Management in the following circumstances:

- Where the membership falls below 15 persons at 30 June of any year and is not raised to 15 persons by 30 June of the following year (except in those circumstances where a case for lower membership has been made and approved).
- Where there are serious concerns about the conduct of the Thematic Group.
- Where the current Convener has served a three-year term or is unable or unwilling to continue in the role and no other person is willing to take on that role.

### **Review**

Thematic Groups are subject to review by the Committee of Management every three years. Renewal is not automatic. It is contingent upon adherence to the terms of reference (including membership), as specified in this document and an application to the Committee of Management for renewal.

### **Role of Thematic Group Conveners**

The role of Thematic Group Conveners is to facilitate communications within the group and between the group and the ANZSOC Committee of Management.

#### **Conveners could facilitate group communications by:**

- using a group email list to keep members informed of activities, events, conferences, workshops, publications and calls for papers;
- organising group meetings or dinners at the ANZSOC conference;
- contributing to an issue of *PacifiCrim*;

- developing a group website and or/blog;
- applying for group funding to run workshops, seminars and mini conferences of relevance to the group;
- providing *PacifiCrim* editor with a report/feedback about the ANZSOC funded activities of the Thematic Group.

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