

# **BY-LAWS, POLICIES AND PROCEDURES OF THE NATIONAL ASSOCIATION FOR GAMBLING STUDIES INC.**

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## **1. Introduction**

### **a) Historical Information**

In 2012 the National Committee of the National Association for Gambling Studies ('NAGS') discussed the absence of a policy document to assist the governance of the Association. In particular, many NAGS operations and procedures had not been formalised and were reliant upon tradition and precedence rather than best practice.

A Governance sub-committee was formed to investigate and create a document that would assist the National Committee in meeting its governance, risk and compliance responsibilities. This document was guided by the Association's constitution; the regulatory requirements of an incorporated association in the ACT; the existing guidelines for some of its activities (e.g., Research Award), the ongoing practices accumulated over the 23-year history of NAGS; and best practice principles for corporate and not-for-profit governance.

A draft version of this document was tabled to members of NAGS at the Annual General Meeting held November 2012 and formally ratified by the NAGS National Committee on 19 June 2013.

NAGS members essential to the initial creation of this document included Mary Marquass (2010-12 President), Dr John Haw (member and former Vice-President) and Bernie Dwyer (member and former Vice-President) who saw the need for more formal governance procedures and initiated the process.

Linda Woo (2011-13 Queensland State Representative) and Dr. Greg Coman (2011-13 Treasurer) provided information on the historical informal practices of NAGS and also on the contemporary best governance practice for an incorporated Association.

### **b) Operation of the By-laws, Policies and Procedures**

The By-laws, Policies and Procedures ('the By-laws') of the National Association for Gambling Studies Inc. serve to guide the operations of NAGS in those areas of business and governance where the Association's Constitution is silent.

These By-laws may be cited as the National Association for Gambling Studies Incorporated By-laws, Policies and Procedures, and should:

- a) be provided to all National Committee members and made available to all members and potential members of the Association.
- b) be considered as accepted by any person who becomes a member of the Association.
- c) be updated with any change in the ongoing practice of the Association, providing this is consistent with the constitution.

If at any time there is an inconsistency between these By-laws and the Constitution, the Constitution shall prevail.

## 2. Duty Statements and Position Descriptions

The National Association for Gambling Studies Constitution provides for the election of members as Office Bearers of the Association. These positions involve certain duties and obligations.

**President:** Chair meetings; sign documents on behalf of the Association; ensure all relevant information is made available to committee members; ensure the Association is run according to its rules; oversee policy development and implementation; oversee Constitutional matters; represent the Association in high-level liaison with other organisations, government etc.; make public statements on behalf of the National Committee; perform such other duties as may from time to time be determined by the National Committee.

**Vice President:** Deputise for the President; share with the President in overseeing policy development and implementation etc.; perform such other duties as may from time to time be determined by the National Committee.

**Secretary:** Maintain the register of members; arrange meetings; assist the President to prepare the agenda; send out notices for meetings; keep minutes and records; attend to correspondence; make sure all letters and other documents are properly filed; distribution of information; keeping a history of the Association; maintain custody of all books, documents, records and registers of the Association; perform such other duties as may from time to time be determined by the National Committee.

**Treasurer:** Maintain all financial records; monitor income and expenditure; keep committee members informed of the financial position of the Association; authorise expenditure, pay accounts, receipt and bank deposits; report on income and expenditure per month to national teleconference meetings; facilitate the annual audit, prepare and present financial statements to the AGM, prepare and manage budget; lodge annual return with the ACT Office of Regulatory Services; complete and lodge quarterly BAS statements to the ATO; maintain custody of securities, books and documents of a financial nature.

The President, Vice-President, Secretary and Treasurer may also be known as the 'Executive' of the Association.

**NAGS Public Officer:** The Public Officer is not a paid position and may hold any other office in the incorporated Association. The Public Officer must be a resident of the ACT. Duties involve liaison with the Office of Regulatory Services (ACT).

### **Representative Members from each State and Territory:**

As an individual State Representative:

- Liaise with members and non-members within the State/Territory including individuals, Government and non-government organizations, academics, institutions and the gambling industry regarding the aims and objectives of the Association;
- Represent the Association in their State/Territory;
- Provide advice to the Committee on the ever-changing environment in their State/Territory;
- Promote and encourage membership, promote the journal and NAGS Conferences and any other activities within their State/Territory; and
- Organise local training activities/meetings (resources permitting).

As a member of the NAGS National Committee:

- Participate in the monthly teleconference and other meetings as determined by the National Committee;
- Approve the Association's activities and review performance in achieving its aims and objectives;
- Review and approve the Association's expenditure/budget;
- Approve appropriate policies and practices for the Association;
- Participate in and contribute to strategic planning, both for the organisation as a whole and succession planning for committee positions;
- Abide by the requirements of the constitution of the Association;
- Assist in interpretation and implementation of the Constitution on behalf of the membership.
- Be available to participate in NAGS working groups from time to time; and
- Encourage nominations for each of the Committee Member's positions prior to the Annual General Meeting.

**a) Appointment of National Committee Members at Annual General Meeting**

All NAGS National Committee members are appointed by a majority of member votes at an Annual General Meeting in accordance with the NAGS constitution.

An election shall be held whenever there is more than one nominee to a National Committee position with the result to be determined by secret ballot.

The NAGS Secretary shall be responsible for ensuring that members present at the AGM are:

- Current financial members of the association; and
- Provided with ballot papers equal to one vote (per election required) per member.

In those cases where a member is authorised as a proxy that member will be provided with ballot papers equal to one member vote and the number of authorised proxies held.

The Chair of the AGM may appoint two members present at the meeting to collect and count the ballots with these members to advise the Chair as to the result of the vote.

**b) Appointment of Paid Positions in Service to the Association**

Paid positions (e.g. Secretariat and Website Manager) may be appointed from time to time by the NAGS National Committee.

**The Secretariat:** Supports the duties and functions of the Association's office bearers, especially the Secretary, Treasurer and President, and provides assistance to further the attainment of the Association's aims and objectives.

A detailed description of the Secretariat's role and functions is described below:

- Maintenance of the NAGS website, answerable and providing assistance to the Website manager.
- Maintain a register of contracts and assets and to make these available on the website and review and update annually.
- Providing assistance to the Journal editors.

- Administration of Committee meetings and teleconferences, answerable and providing assistance to the Secretary.
- Collection and collation of inward and outward correspondence to the membership and interested parties, answerable and providing assistance to the President and the Secretary.
- Storage of copies of NAGS conference proceedings.
- Dissemination of copies of NAGS proceedings on receipt of order forms for same.
- Processing of income, including membership subscriptions and publication purchases, and the issue of receipts for same, answerable and providing assistance to the Treasurer.
- Maintenance of the membership database.
- Liaison as required between the Executive Committee and the Conference Organising Committee.
- Provision of a dedicated phone and fax line.
- Provision of a dedicated mailing/postal address.
- Correspondence with enquires to the NAGS email address.
- Distribution of materials associated with the Annual General Meeting.
- Submission of the Association's Annual Return to the ACT Registrar General

### **3. Roles and Responsibilities of the National Committee**

The Constitution entrusts the general control and management of the administration of the affairs, property and funds of the Association to the National Committee.

The Association operates and must comply with a range of territory and national laws and it is the National Committee's responsibility to ensure that the affairs of the Association are conducted in accordance with those regulatory requirements.

Apart from any statutory duty imposed by legislation, the National Committee is also accountable for their actions to the members. In this regard, when committee members exercise their powers and responsibilities to act on behalf of the Association, they must:

- act in good faith and in the best interests of the Association;
- not make improper use of information or their position for personal profit or gain;
- avoid any conflicts of interest;
- exercise powers in accordance with the rules of the Association.

To act in good faith means to act in the best interests of the Association and not to engage in any conduct that harms the Association.

National Committee members are expected to act with honesty and integrity when carrying out their duties. They may not misuse their position or promote their own interests ahead of those of the Association. They must disclose any conflicts of interest.

They must also disclose to the National Committee any direct or indirect pecuniary interest that they have in a contract (or proposed contract) that the Association is or may be a party to. If any committee members have such an interest, they should not take part in any decision-making by the committee in the matter in which they have such an interest.

They must make reasonable efforts to attend meetings. They must also make sure that they are fully informed about the Association by keeping up to date with matters, reading agendas and minutes and asking questions.

#### **4. National Committee Meetings and Representation at Meetings**

The National Committee shall meet as required to carry out the obligations and functions of the Association. The committee elected for each period shall determine the number and frequency of meetings.

Most meetings shall be conducted using electronic means such as teleconferencing, skype or other electronic media. From time to time, face to face meetings may be required, to conduct strategic planning or other prolonged meetings where electronic means are not a favourable means for communicating.

When face to face meetings are required, they shall occur a maximum of once per year. They shall occur either before, during or after a NAGS conference, to maximise attendance.

From time to time the Executive of the Association (being the President, Vice-President, Treasurer and Secretary) may meet in order to respond to matters of urgency or to prepare information and/or a motion for a meeting of the National Committee. Such meetings shall be called as and when considered necessary by the President of the Association. Any decisions made by such a meeting of the Executive cannot be considered final but must subsequently be brought before, and ratified by, the National Committee.

Involvement in meetings shall be at the expense of the Association. NAGS will meet the costs of teleconferences. It shall also meet the costs associated with attendance at face to face meetings, including ground and air transport and one night accommodation. It shall not include incidentals such as meals or hotel room charges.

As members who are not Committee members may have little understanding of the business of the committee, where an elected committee member is not able to attend a meeting, a proxy or replacement shall not be permitted.

As membership of the National Committee is dependent on being a financial member of the Association, membership of the committee automatically lapses when Association membership lapses as described in the constitution.

#### **5. Financial Management**

Financial management of NAGS is the responsibility of the National Committee. The Treasurer is responsible for ensuring that the financial policy and practices set down by the National Committee are followed.

##### **a) Bank Account Operations**

The full details (account name, account numbers and financial institution details, signatories) of all accounts and term deposits held by the Association are to be provided to the Treasurer.

The National Committee will approve signatories to the accounts who may also be approved to authorise online transactions.

All accounts must have a minimum of three signatories, with any two to sign for transactions on the account or, likewise, authorise online transactions payments from the account.

Where possible, one of the signatories/persons capable of authorising online transactions should be the Treasurer.

The preparation of payments for signature/online authorisation and bookkeeping is not to be undertaken by approved signatories.

All payments must be prepared by the book-keeper and subsequently signed/authorised online by the approved signatories as appropriate.

A bookkeeper may be engaged to carry out the day-to-day financial tasks as directed by the National Committee.

## **b) Finance and Asset Management**

This policy and any attachments are to be used as a guide for the management of NAGS when making decisions on expenditure of Members' resources to further the objectives and strategic goals of the Association. The policy also ensures that NAGS as a single incorporated body, has clear and transparent financial accountability.

This policy requires that the National Committee and members of NAGS promote the efficient, effective, ethical and sustainable use of resources for which they are responsible.

Decisions on expenditure can only be made by elected representatives of NAGS. Major budgetary decisions are the responsibility of the National Committee.

In the case of annual conferences, authority to manage finances resides within the approved Conference Organising Committee, but that committee is required to submit a financial update on a monthly basis.

Following the Conference all financial records are to be sent to the National Committee for audit with the annual set of financial accounts.

## **c) Budget**

An annual budget should be developed by the National Committee in consultation with the Treasurer who can advise on the existing financial status of the Association, in accordance with policies and stated priorities of NAGS.

All planned expenditure is to be acknowledged in the annual budget. Any departure from the budget must be approved by the National Committee and submitted through a formal motion to a meeting of the Committee.

The Treasurer is responsible for carrying out the approved expenditure of NAGS funds. Cheques written on behalf of NAGS management are to be signed by the Treasurer where possible and one of two co-signatories. The Treasurer should highlight any issues requiring consideration by the National Committee.

Annual audited financial reports are to be provided in accordance with the requirements of the Department of Business Affairs, in the Australian Capital Territory in which NAGS is incorporated. The Treasurer is responsible for organising the annual NAGS audit by an independent person with appropriate qualifications.

The Treasurer is responsible for providing a financial update to each National Committee meeting and present the audited report on the financial position of the Association at the Annual General Meeting.

#### **d) Delegations**

Delegation for expenditure below one thousand dollars (AUD\$1000.00) resides with a quorum of the National Committee. Consultation and approval must include the Treasurer.

Receipts for all items purchased must be presented to the Treasurer prior to reimbursement for the expenditure. Items not requiring National Committee approval may include stationary, printing and meeting resources.

Delegation for expenditure above one thousand dollars resides with the National Committee. In the case of expenditure on administration, quotes must be obtained for expenditure above \$1000.

All vacancies for new contract positions requiring expenditure above \$1000 must be advertised or listed on the web site.

#### **e) Procurement Documentation**

Issues to be considered when purchasing goods and services:

- No member can approve his or her own expenditure.
- Details of requested expenditure should be provided to the National Committee and should include:
  - More than one quote for expenditure
  - Comment on value for money of expenditure
  - Comment on amount of expenditure in relation to budget
  - Identification of where the expenditure fits into the objectives of the organisation

Requested expenditure is then to be agreed by a majority vote of the National Committee, before services are secured and/or payment is made.

Results of National Committee decisions relating to all expenditure and their voting results should be noted in the minutes.

### **6. Annual Conference**

#### **a) Conference Location and Conference Committee Organisation**

The National Committee shall accept expressions of interest from Australian members to host the Annual Conference in their State or Territory.

The Conference may or may not be conducted at a venue associated with the provision of gambling. Venue decisions are at the discretion of the local Conference Organising Committee.

The NAGS Annual Conference Convenor shall be a member of NAGS in the State or Territory where the conference is proposed to be held and shall undertake to run the conference on behalf of NAGS.

The Convenor of the Annual Conference is not a paid position and a detailed budget should be presented to the National Committee with the expression of interest submission.

The Conference Organising Committee is a sub-committee of the National Committee and shall be chosen by the Convenor from members in the state or territory where the conference is to be held.

The Conference Organising Committee should include at least one member of the National Committee if the Convenor is not a member of the National Committee.

#### **b) Conference Finances and Reporting**

Annual conferences will aim to not operate at a loss to the organisation.

The Conference Convenor shall report monthly to the National Committee on the progress of plans for the conference together with a report on the financial status of the Conference accounts.

The Conference Convenor will remain in close contact with a member of/ members of the National Committee (as determined at the time of their appointment) particularly in relation to any seeding grant authorised by the National Committee, insurance and/or other matters that may arise from time to time.

Minutes of all Conference Committee meetings should be copied to the National Committee President, Secretary and Treasurer, together with any additional financial details.

Conference Organising Committee members shall be exempt from conference registration fees, as a token of appreciation for their work in organising the conference. If complimentary or upgraded accommodation is available from the venue, this can also be assigned to members of the Conference Organising Committee in appreciation of their efforts.

The National Committee should ensure that the conference has appropriate insurance.

#### **c) Sponsorship**

Sponsorship may be received for any aspect of the annual conference, but no sponsorship agreement shall influence the National or Conference Organising Committee's decision or selection regarding any aspect of conference content or speaker selection.

#### **d) Keynote Speakers**

The choice of invited keynote speakers will ordinarily be left to the Conference Organising Committee and confirmed with the National Committee. As a general guideline, one keynote speaker from Australasia and one keynote speaker from an International jurisdiction is recommended.

Speakers, particularly international speakers, if flown to Australia and accommodated at NAGS expense, shall be contracted not to speak at other forums whilst in Australia at NAGS expense, without the prior approval of the Conference Organising Committee, who may or may not impose limits or restrictions on such other speaking requests.

The Conference Organising Committee should seek the most economical airfares available (within reason) when flying keynote speakers to the Conference. However, in those instances where the flight involved is greater than 5-6 hours in duration, consideration may be afforded, with reference to the conference budget, for provision of business class or premium economy fares.

Similarly, the Conference Organising Committee may consider the payment of a reasonable sum in honorarium to keynote speakers. Any such sum however must be calculated in accordance with common practice with a view to all reasonable economies and reference to the conference budget.

### **e) Student Scholarships**

The aim of the scholarships is to encourage promising students to continue their research in the field of gambling and gambling related issues by enabling them to meet with colleagues, hear about new research, and have a chance to discuss their own research with an audience of experts in the field at the Annual Conference.

The scholarship comprises full registration for the Conference and up to \$500 contribution towards travel and accommodation expenses (based on demonstrated need) for attendance at the conference.

The number of scholarships to be offered each year will be determined by the National Committee.

Scholarship students are expected to assist the conference organisers in some way. This assistance will be greatly appreciated by the conference organisers and provide additional networking opportunities with NAGS Committee members and other conference participants. For example, scholarship students may be asked to staff the registration desk, assist in the conduct of the Annual General Meeting or help set up or take down the poster session.

Actual duties will be assigned as the conference nears, while the level of assistance is not expected to be overly onerous, students should identify any time constraints in their application forms.

Applicants are also encouraged to submit abstracts for consideration by the Conference Organising Committee.

Applications close on a date determined by the National Committee each year. Late applications will not be accepted.

Applicants must be a full or part time student enrolled in an Australian tertiary institution at the time of application. Evidence of studentship is required. Scholarships are not transferrable. If the student is not able to attend the conference, the scholarship will be forfeited.

Applications must be in the approved form and complete in every detail. The Student Scholarship guidelines and application form (2014) guide the process.

The successful student scholarship applicants will be notified by the Secretariat via email. The student is to attend to other administrative matter (such as conference registration by the due date) otherwise the scholarship may be forfeited. If the student is unable to accept the scholarship, the Secretariat is to be notified as soon as possible so that the scholarship may be re-allocated to the student in the next order of merit until.

The scholarship recipients will be announced and introduced at the opening of the annual conference and conference delegates encouraged to engage with scholarship students throughout the conference.

### **f) Student Presentation Award**

To promote gambling research to students, NAGS shall offer a Student Award for Best Conference Presentation by a Student at the annual National Association for Gambling Studies (NAGS) conference.

The award will comprise financial assistance to attend a major international conference in the year following their presentation at the NAGS annual conference.

The aim of this award is to encourage promising students to continue their research in the field of gambling by enabling them to meet with international colleagues, hear about new research, and have a chance to discuss their own research with an international audience of experts in the field.

Each year an application form and student award guidelines will be made available on the NAGS website and will include:

- The eligibility criteria and conditions of the award
- The maximum dollar value of the award
- The application process
- The assessment criteria for the award
- The administration of the award
- The expected outcomes

The NAGS Secretariat shall receive each application and assess that the applicant is a financial member of NAGS. If any applicant is not a financial member, the Secretariat shall inform the applicant that they have until two weeks before the commencement of the conference to lodge their application for membership of NAGS or their Student Award application will be withdrawn.

The Secretariat will forward eligible applications to the Conference Organising Committee who will organise suitable reviewers for all student presentations.

The Student Award guidelines and application form (2012) guide the process.

NAGS has current reciprocal agreements in place with international conference organisers that suggest the likely location for the conference attendance of the Student Award winner.

The President (or other delegate of the National Committee) should be the person who corresponds with reciprocal agreement conference organisers and confirms the conference location to which the Student Award winner will be sent.

#### **g) Poster Prize**

A best poster presentation award will be adjudicated during the conference and awarded during the closing session if at least two poster presentations are made during the conference.

The 2014 Annual Conference Poster Judging Criteria guide the process. The prize for the best poster is a \$500 gift voucher.

Judging criteria for the best poster will include:

- Scientific merit
- Uniqueness
- Relevance of findings & contribution to the field
- Overall poster presentation & communication of research
- Presentation by lead author

The Judging Panel shall consist of the following:

- A representative of the Conference Organising Committee
- A representative (or nominee) of the National Committee of NAGS

- A representative from an Australian or International academic institution who is not one of the above.

## **7. Annual Research Grant**

To assist NAGS in achieving the objective and purposes as set out in the constitution the Association shall offer an Annual Research Grant to support research in the field of gambling. The funds for this grant derive from the Association's accumulated savings.

Each year an application form and grant guidelines will be made available to the members of NAGS and will include:

- The eligibility criteria and conditions of the grant
- The maximum dollar value of the grant
- The application process
- The evaluation criteria
- The administration of the grant
- The expected outcomes
- Intellectual property information

The NAGS Secretariat shall receive each application and assess that the applicant is a financial member of NAGS.

If any named applicant is not a financial member, the Secretariat shall inform them that they have one week to become a financial member of NAGS or their application will be withdrawn.

The Secretariat will then select one member of the National Committee, based on research experience, to oversee the evaluation of the applications, identify suitable reviewers and to report back to the Secretariat the outcome of each application.

The application form and grant guidelines were last updated in 2010 and any amendments to these documents will need to be brought before the National Committee for approval.

## **8. NAGS Life Membership**

Nominations for life membership may be made by any financial member of NAGS, and recognising the importance and seniority of an appointment to life membership, should be seconded by two other financial members, one of whom should be a member of the National Committee, and endorsed by the nominee.

Nominations should be made to the National Committee once annually in June, for consideration by the Executive of the National Committee who will then make a recommendation to the National Committee for the award of one Life Membership annually. An appointment does not have to be made every year

The criterion for life membership is that the person has made a sustained and substantial contribution to the Association through, for example, membership of the National Committee and contribution to conferences through presentations or Conference Committee membership, and in so doing has contributed to the good standing of the Association both nationally and internationally.

Normally, a nominee will have been a member of NAGS for a period of at least ten years, which does not need to have been continuous.

The nomination must include a statement of up to 400 words supporting the case for appointment. If the nominee is a member of the National Committee at the time of nomination, they will stand aside from the deliberations of the Committee.

Those selected in this category of membership will:

- Receive an annual complimentary NAGS membership;
- Receive conference registration at the member rate;
- Be acknowledged at the AGM immediately following their ratification by the National Committee;
- Be awarded a certificate bound with the citation prepared by the nominators; and
- Be noted on the NAGS website as a Life Member.

Additionally, in the year that any Life Membership is to be conferred, the Life Member may be hosted at the NAGS Annual Conference with provision made by NAGS in that year for the payment of the Life Member's full conference registration, economy travel to and from the conference and all reasonable accommodation costs

It is important to note that Life Membership should not be considered in a competitive manner and nominees must be considered individually and on their personal attributes and achievements.

## Website

The National Association for Gambling Studies will maintain a website available to the general public and to members. The area exclusively accessible to members is to be password protected.

This policy describes the management of web services and content of the National Association for Gambling Studies website.

The purpose of the website is to provide a framework where the Association can:

- support and promote the mission of the Association;
- provide a communication medium for the Associations members and board;
- present the Association and its activities to the members and potential members;
- provide support for the Association's conference; and
- deliver other support and information to potential and existing members, researchers, Governments and the general community

The purpose of this policy is to:

- Outline the responsibilities of the website developer, editors and National Association for Gambling Studies Committee;
- Outline time periods to review web page content;
- Provide procedures to publish authorised content and keep such content current.

Web page content includes materials such as text, graphics, multimedia and downloadable files (e.g. PDF files).

The **Web Editor** is an identified person given additional web access to upload and edit web content and to perform metadata tasks. The **Content Developer** is the person who creates and maintains web content.

Web pages included in the scope of this document shall comply with the following principles:

- all pages shall be branded as owned by National Association for Gambling Studies;
- web page content must be approved by the National Committee or delegated sub-committee;
- web page content shall be reviewed annually to ensure currency;
- information considered no longer current shall be appropriately archived;
- the site shall protect the privacy of members and others and shall not publish photographs or private material on the site unless there is prior consent;
- the site will not advertise private, non-profit or other institutions or product endorsements or service; and
- the content shall not breach Australian laws and shall not contain any material that may be considered offensive, discriminatory, harassing or unlawful in any way.

The governance of the website belongs to National Association for Gambling Studies National Committee.

The National Committee may delegate website management activities to a sub-committee. The National Committee or delegated sub-committee shall work closely with the Content Developer.

The National Committee or delegated sub-committee has a responsibility to:

- Ensure appropriate systems are implemented to support web page content management;
- Ensure relevant people are trained to manage web content if the content is to be edited within the organisation;
- Ensure only appropriately branded content is published;
- Ensure web content is appropriate and remains current;
- Authorise the creation of web pages; and
- Authorise web page content for publication.

**The Content Developer has a responsibility to:**

- Create web page content; and
- Review web page content as directed by the National Committee or delegated sub-committee.

**The Web Editor has the responsibility to:**

- Use the Web Page Edit Tool to upload and edit web page content. (*Note: the Web Editor and Content Developer may be the same person*).

All requested or proposed links from the Association's site will be thoroughly reviewed by the National Committee or delegated sub-committee and shall be assessed upon:

- having information and/or educational value to the membership and the public;
- present information of a non-political nature; and
- claim no endorsement by the National Association for Gambling Studies for their products or organization.

At this time, it is impossible to control links to the Associations website initiated from another website.

The National Committee or delegated sub-committee may authorise the creation of new content. The Committee or delegate shall review the content and approve publication on the web if the content is accurate

and satisfactory. The Web Editor or the Content Developer shall then publish the approved content on the website

Annually the content of the website shall be reviewed by the National Committee with the following outcomes:

- The content is still current and changes are not necessary;
- Amendments are required and then the National Committee or delegate shall require that the content be updated accordingly by The Web Editor or the Content Developer;
- The content is no longer required and it should be removed from the website and archived by forwarding a copy to the Secretariat;
- The web page is archived or deactivated and the National Committee is notified.

The following liability disclaimer is to be posted on the Associations website:

***Disclaimer:***

*The material displayed on the National Association for Gambling Studies website is provided without any guarantees, conditions or warranties as to its accuracy. Content is deemed to be for general information purposes only and should not constitute legal or professional advice.*

*The National Association for Gambling Studies accepts no responsibility for any loss which may arise from accessing or relying upon on information contained in this website.*

*The National Association for Gambling Studies does not warrant or represent that any downloads will not cause damage, or are free from any computer virus or any other defects or errors.*

*The National Association for Gambling Studies is not liable to users of the content for any loss or damage, however caused, resulting from its use.*

*Copyright in all content on this website is owned by the National Association for Gambling Studies unless otherwise indicated.*

**9. Journal/Bulletin**

To fulfil one of its objectives ‘research information dissemination’ the Association shall publish a journal and/or bulletin.

The journal/bulletin shall be published twice yearly, where appropriate content is available (preferably in May and November)

To facilitate production of the journal/bulletin, the National Committee shall appoint an editor, and may, in collaboration with the editor, appoint an editorial team, which may comprise reviewers, proof readers and administrative support as required.

The Association shall use various means to solicit articles for publication. Articles may be received from members and non-members. Any journal articles shall be subject to peer review and shall not be published until they have passed the peer review process.

The peer review process may not necessarily be applied to articles published in a bulletin format.

The journal/bulletin shall be distributed free of charge to all current members and published online, available only to members, via the member’s only section of the NAGS website.

If a journal is published:

- A journal should be distributed free of charge to those academic institution libraries listed in a “free distribution list”.
- The journal and articles contained therein may also be purchased online via RMIT’s Informat service, with which it is registered. Royalties from the download of such articles shall be paid by RMIT on production of a NAGS tax invoice.

## 10. Intellectual Property

Unless otherwise expressly indicated the National Association for Gambling Studies owns all copyright subsisting in the website and its contents.

This material shall not be used to sell, promote, endorse or approve any product, service or person without prior written authorisation from the NAGS National Committee.

NAGS encourages all persons, organisations, and groups to request permission by contacting the NAGS Secretariat (nags@nags.org.au).

## 11. Media Contact

From time to time members of NAGS will be asked to comment to the Media on current gambling issues.

NAGS position about speaking with the media as a representative of the National Association for Gambling Studies or the National Committee has always been that we do not, as an Association, have a public view.

As a guide, the response to any journalist who may contact a member for comment as a representative of NAGS or the National Committee should follow the line –

*NAGS is a peak Australian body for the dissemination of information in the arena of gaming and gambling and Australia’s leading research forum on gambling issues. The Association is a not-for-profit, self-funding organisation that, as a body, does not have any opinions or biases in the gambling debate, however, individual members of the Association will hold a variety of divergent views.*

*The Association provides an open forum that allows anyone with an interest in the gambling discussion to have a voice.*

*The National Association for Gambling Studies promotes research into all areas of gambling including but not necessarily limited to responsible gambling and harm minimisation.*

*We bring together academics, gambling counselling practitioners, government bodies, the gambling industry and gamblers from both national and international destinations for debate and discussion on gambling related issues at our Annual Conference each year.*

Members may wish to make a statement to the media as individuals or representing their particular organisation, however, they should try to ensure that a reference to NAGS does not appear in the story.

In relation to providing statements about the organisation (for example to promote the NAGS Annual Conference) only authorized National Committee Members or authorized Media/Communications Officers

are to make public statements or give interviews on behalf of the organisation and are guided by the following principles.

- The President (or an authorized Media/Communications Officer) will be the primary spokesperson for National Association for Gambling Studies positions on matters of public interests or regarding activities of the Association.
- State and Territory National Committee members may occasionally act as Association spokespeople on specific issues in their jurisdiction if authorized by the National Committee.
- All media enquiries should be directed to the President or an authorized Media/Communications Officer.
- National Committee members will be informed at the next National Committee meeting of all media releases, published letters and any other media statements.
- A copy of media releases, published letters and any other media statements will be forwarded to the Secretariat and shall be recorded.
- In any media release or material no information about individuals, images, case studies or other descriptive material that may lead to the person being identified may be used in any form without the formal permission of that person.

## **12. Advertising and marketing**

This policy establishes National Association for Gambling Studies rules and policies with respect to advertising, marketing, and promotional materials.

For the purpose of this policy, advertising, marketing and promotional materials encompasses all written, printed, electronic, or graphic representations utilizing the National Association for Gambling Studies, its trade name, logo or referring to any of its conference material, its service or operations. Additionally all visual and verbal communications from the National Association for Gambling Studies including name, mark and/or comments must be consistent with uniformly high professional standards in content and appearance.

No marketing materials relating to National Association for Gambling Studies may be published or disclosed to any party for the purposes of printing or publication including Internet publication without the approval of the National Committee of the National Association for Gambling Studies.

The National Committee reserves the sole and exclusive right to approve or reject marketing contracts and marketing materials.

Any proposed use of the National Association for Gambling Studies names, marks, or logos must be approved by the National Committee.

Marketing and copyrighted materials may only be reproduced or used with the prior written permission of the copyright owners. If copyrighted materials are included in marketing materials, the written permission of the copyright owner must be submitted to the National Committee when the marketing materials are submitted for review and approval.

This policy applies to periodical articles, books and other printed material, artwork, photographs, video, website captures, and music. With reference to photographs and/or personal statements of individuals to be

used in marketing materials, appropriate consent from the subject must be obtained utilising approved consent form approved by the board.

Any proposed logo or trade name is deemed to be a marketing material. Accordingly, all such devices must be reviewed and approved by the National Committee pursuant to the terms of this policy.

### **13. Forms**

The National Committee may develop forms from time to time, to facilitate the operations and processes of the Association. The following processes are examples and not an exhaustive list of processes that may necessitate the development of forms:

- Membership Applications and renewals
- Conference Registrations
- Conference Abstract Submissions
- Submissions to the Journal Gambling Research
- Applications for Annual Research Grant
- Applications for Student Presentation Award
- AGM Notification
- AGM Election
- AGM Proxy Nomination
- Nomination for Committee Position

The format of any forms so developed may be changed on an as required basis as determined by the National Committee.

### **14. Amendments to By-Laws**

The National Committee may alter or revise these By-laws, policies and procedures by majority agreement at any time. Any revisions should be notified to all NAGS sub-committees, brought to the attention of and made available to members.