

**THE CANBERRA BRANCH OF THE
ROYAL AERONAUTICAL SOCIETY
AUSTRALIAN DIVISION
INCORPORATED**

Registered No A1539

CONSTITUTION

Lodged by:
Robin Stanier
Public Officer
20 Gouger St Torrens ACT 2607

Lodged 2018

Lodged with The Office of Regulatory Services

RULES OF
THE CANBERRA BRANCH OF
THE ROYAL AERONAUTICAL SOCIETY
AUSTRALIAN DIVISION INCORPORATED

October 2018 EDITION

Changes from the preceding June 2011 edition are in red

CONSTITUTION

1. The title of the Branch shall be "The Canberra Branch of the Royal Aeronautical Society with which is incorporated the Institution of Aeronautical Engineers and the Helicopter Association of Great Britain, Australian Division", and may be referred to as "The Canberra Branch of the Royal Aeronautical Society Australian Division Incorporated."
2. The Branch must consist of at least twenty members and may be dissolved by the Divisional Council for any reason whatsoever.
3. The Rules of the Branch shall be such as may be approved by at least three-quarters of those members of the Branch voting in person at a General Meeting of the Branch. Such meetings shall be brought to the notice of all financial members. Branch rules are subject to the approval of the Divisional Council and shall not be at variance with the Rules of the Society **or the Australian Division** nor shall they affect in any way the powers vested in the Council to dissolve a Branch.

OBJECTS

4. To promote and encourage the acquisition of knowledge in all matters pertaining to the profession of Aeronautics and to establish friendly intercourse among the members.
5. To arrange meetings at which papers may be read and discussed and to arrange visits to works of engineering interest.
6. To form a library and source of information for the free use of members of the Branch

BRANCH MEMBERSHIP

7. In this Constitution and these Rules:
 - "**Member or** Society Member" means a person whose name is registered as a Member at the main offices of the Society.
 - ~~"Fellow of the Society", "Member of the Society" and "Associate Member of the Society" mean Society Members who are registered at these levels~~
 - "Branch Friend" means a person, not being a Society Member who has joined the Branch.
 - "member" and "member of the Branch" mean those Society Members who meet the domiciliary requirements of Clause 8 and Branch Friends.
8. The Branch shall comprise Society Members domiciled in the ACT or near environs, and Branch Friends being those persons who have joined the Branch to participate in Branch activities.
9. Membership of the Branch does not entitle any person to call himself or herself a **M**ember of the Royal Aeronautical Society or to suggest in any way (s)he belongs to it, unless his or her name is registered as a **M**ember at the offices of the Society.
10. There shall be no restrictions on any particular class of persons from joining the Branch and no technical status whatever may be granted to members of the Branch as such.

Commented [S1]: No longer necessary

COMMITTEE

11. The Branch shall be administered by a Chairman and at least six Committee members.

12. The Chairman must be a **Fellow, Companion, Member, or Associate Member of the Society**. The Chairman shall normally hold office for a period of two years. At the expiration of the Chairman's period of office the new Chairman shall normally be the the Vice Chairman of the outgoing Committee. When this is not possible, the outgoing Committee shall recommend a Chairman for ratification by members of the Branch.

Commented [S2]: The changes loosening he qualifications to hold office are to make it easier for younger and more junior members of the Society to attain office provided they are voted in on their merits.

13. The Committee members, one of whom should be a Branch Friend, shall normally be elected to the Committee for a period of two years. At each Annual General Meeting, those who have been Committee members for the past two years shall stand down and new Committee members be elected to bring the total number of Committee members to at least six. Retiring Committee members shall be eligible for re-election. Casual vacancies on the Committee need not be filled unless the number of Committee members falls below six , or unless the Chairman so requires. The Committee may co-opt members to fill casual vacancies.

14. The offices of Vice Chairman, Secretary, Treasurer and any other needed for the administration of the Branch, shall be held by Committee members. The Vice Chairman must be a **Fellow, Companion, Member, or Associate Member** of the Society. The Secretary must be a **Member** of the Society. The Treasurer may be a **Member** or Branch Friend. These office bearers shall be elected at the Annual General Meeting for a term of one year.

15. The Committee meetings shall normally be held between the regular committee meetings of the Branch. The Secretary shall give notice of all meetings of the Committee in writing to each member at least seven days in advance.

16. In the absence of the Chairman, the Vice Chairman shall chair Committee meetings. In the absence of both the Chairman and the Vice Chairman the members present shall appoint one of their number to be the Chairman for that meeting. Four shall form the quorum of the Committee.

ANNUAL GENERAL MEETING

17. A general meeting of the Branch shall be held annually, normally in early November.

18. The date and place of the meeting is to be notified in writing to all members at least 21 days in advance. The notification is to include the procedures to be followed at the meeting, an agenda and any special resolutions and is to be approved by the Committee.

19. Notices for motions are to be advised in writing to the Secretary at least seven days before the meeting.

20. The quorum for a general meeting of the Branch shall be 10.

21. A report by the Committee on the past year's working of the Branch and an audited financial statement shall be presented to the meeting. A copy of the report and statement shall be sent to the Secretary of the Division as soon as practical after the annual meeting. Elections for Committee members and Office Bearers shall be held at the meeting.

22. Only members present may vote in elections and on motions.

BRANCH ACTIVITIES

23. The Committee of the Branch may from time to time, arrange for mutual co-operation with other Societies or bodies with allied interests. In particular, the Committee shall attempt to arrange a joint meeting on a subject of mutual interest each year with the Canberra Division of the Institution of Engineers Australia and with the Australian Society for Aero-Historical Preservation. Joint meetings, exchange of lecturers or otherwise may be arranged by direct communication with such Societies or Bodies within the Australian Capital Territory and immediate environs. All communications with any Societies or Bodies or persons outside the Australian Capital Territory and immediate environs shall be made through and be subject to the approval of the Division.

FINANCES

24. The financial year of the Branch shall be from 1 July to 30 June
25. Members of the Branch who are also members of the Society (Society Members) shall pay their Society subscriptions as directed.
26. Branch Friends (those members who are not Society Members) are required to pay an annual subscription which shall be determined from time to time by the Branch subject to the approval of the Divisional Council. The fees fall due on 1 March each year.
27. The finances of the Branch shall be managed entirely by the Branch. Neither the Society nor the Division accepts any financial responsibility for the Branch and shall incur no liabilities through the formation and carrying on of the Branch.
28. All moneys received on behalf of the Branch shall be forwarded to the Treasurer. All disbursements are to be made by cheque or Bank Transfer. All cheques shall be valid only if they bear the signature of the Treasurer or other Committee member approved by the Committee.
29. The Committee shall have prepared annually a statement of accounts, setting out the income and expenditure and the assets and liabilities of the Branch, and shall appoint an auditor who is not an Officer of the Branch to audit the financial affairs. The audited accounts together with other prescribed documents shall be forwarded each year to the Office of Regulatory Services ACT.

PUBLIC OFFICER

30. The Committee shall appoint a person resident in the ACT to be the Public Officer of the Branch. Should that office become vacant, the Committee shall within fourteen days appoint a resident of the ACT to fill the vacancy.

DOCUMENTS AND SEAL OF THE INCORPORATED ASSOCIATION

31. The Common Seal of the Branch shall bear the legally recognised name of the association inscribed upon it in legible characters. The Seal shall be held by the Secretary and may be affixed only by the Chairman, Secretary or Treasurer in the presence of at least one other of those nominated.
32. The Secretary shall be responsible for the safe custody of all Branch books and documents. They are to be available for inspection by any member of the Branch at reasonable notice.

AMENDMENTS TO THE RULES AND CONSTITUTION OF THE ASSOCIATION

33. Proposed amendments may be submitted by Society Members, Branch Friends, Committee members and Office Bearers, and shall be considered by the Committee at its first meeting subsequent to receipt of the proposal. A finalised draft of the amendment shall be circulated to all members. Any objections to an amendment are to be delivered to the Secretary within one month of the date of despatch of the draft to members. Such objections will be considered at the next following Committee meeting and the finalised proposal shall be put to the members as a special resolution at a Special General Meeting or at the next Annual General Meeting. The resolution is passed if agreed by at least three-quarters of the members voting in person.

DISSOLUTION

34. Dissolution shall be in accordance with the A.C.T. Associations Incorporations Act. As a non-profit, incorporated association, the Branch may not return a share of funds or property held to members; any assets owned shall therefore be, transferred to the Australian Division of the Royal Aeronautical Society in the event of dissolution of the Canberra Branch.