

Branch Rules
of the
Sydney Branch
of the
Royal Aeronautical
Society

Revision 2

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Part I

Interpretation

1. Interpretation

(1) In these rules, unless the contrary intention appears:

- a) The term “Member” means a person on the register of the Royal Aeronautical Society and of the Sydney Branch. (The term “Member” (with an underlined capital “M”) shall refer to the class of Member as defined by the Division).
- b) The term “Friend” means a person on the register of the Branch who is not a Member as defined above.
- c) “Branch” means the Sydney Branch of the Royal Aeronautical Society operating under the rules which have been approved by the Council of the Australian Division and complying with the regulations of the Society.
- d) “Committee” means the Committee of management of the Branch.
- e) “Committee Member” or “Ordinary Committee Member” means a member of the Committee as described in Rules 11 and 12.
- f) “Act” means the Associations Incorporation Act, 2009, as amended.
- g) “Society” means the Royal Aeronautical Society, with which is incorporated the Institution of Aeronautical Engineers and the Helicopter Association of Great Britain and the Society of Licensed Aircraft Engineers and Technologists, as defined in the charter of incorporation granted by the letters patent of his Majesty the King of the 17th January 1949 and as amended thereafter.
- h) “Secretary” means the person holding office under these rules as Honorary Secretary of the Branch.
- i) “Treasurer” means the person holding office under these rules as Honorary Treasurer of the Branch.
- j) “Special General Meeting” means a General Meeting of the Branch other than the Annual General Meeting.
- k) “General Meeting” includes Annual General Meetings and Special General Meetings.
- l) “Division” means the Australian Division of the Royal Aeronautical Society working under the regulations approved by the Council of the Society.
- m) “Regulation” means the Associations Incorporation Regulation 2010 as amended.
- n) “Profession of aeronautics” means the pursuit of those branches of art, science, and engineering, which are concerned with aeronautical and aeronautical research, design, manufacture, operation, maintenance, safety, education and management.
- o) “Special Resolution” is a resolution requiring assessment by the Committee such that the subject is fully defined and available in writing to Committee Members one month prior to the meeting at which the Special Resolution is scheduled for decision.
- p) “Co-option” means the process of filling a casual vacancy in the Committee.

- q) "Public Officer" means the Officer of the Committee appointed to be the Public Officer for the purposes of the Act.
- r) "Financial Year" means each period of 12 months commencing on 1 January and ending on the following 31 December.

Part II

Formation and Purpose

2. Formation

- (1) A Branch of the Royal Aeronautical Society may be formed at the request of five or more Fellows, Companions or Members of the Society and may be dissolved by the Division Council for any reason whatsoever.
 - (a) A Branch must consist of at least twenty Members.

3. Objects

- 1) The purposes for which the Branch is established are:
 - a) To represent the Society within the State of New South Wales and to provide any support or assistance required by the Division and the Society in promoting the aims and objectives of the Society within its Charter
 - b) To participate in all matters pertaining to the profession of aeronautics
 - c) To arrange Meetings/Seminars at which papers may be read or discussed and to arrange visits to sites of aeronautical and/or engineering interest.
 - d) Make available to Members and Friends the resource facilities of a library.

Part III

Membership and Affiliation

4. *Membership or Affiliation Qualifications*

- (1) Any person who is on the register of the Society, and is normally resident in the State of New South Wales shall automatically be a Member of the Branch. Other registered Members of the Society normally resident in a State or Territory of the Commonwealth of Australia in which there is not a Branch of the Society, shall, at the discretion of the Committee, also be deemed Members of the Branch
- (2) Any person normally resident in the State of New South Wales who is not a Member of the Branch under Rule 4(1) above but who is interested in the objectives of the Branch, and was admitted as a Friend before the date of Revision 1 of these Rules, may maintain their affiliation as a Friend on payment of the annual subscription in accordance with Rule 7(2) and acceptance for registration on the Branch register.
- (3) Affiliation with the Branch in accordance with Rule 4(2) above does not entitle any person to call themselves a member of the Royal Aeronautical Society or to suggest in any way they belong to it, unless their name is registered as a Member at the offices of the Society.

5. *Cessation of Membership or Affiliation*

- 1) A person ceases to be a Member or Friend of the Branch if the person:
 - a) Dies
 - b) Resigns
 - c) Is expelled from the Branch
 - d) Is unfinancial for a period in excess of six months from the time annual subscriptions fall due under Rule 7 and the rules of the Society.
 - e) Is known to have been terminated by the Society as a Member of the Society.
 - f) Any person who moves and no longer satisfies Rule 4 (1).

6. *Register of Members and Friends*

- 1) The Secretary shall keep and maintain a register of Members and a register of Friends in which shall be entered all Members and Friends names and addresses and, for Members and Friends joining after January 1989, dates on which the persons became Members or Friends.
- 2) The register of Members and the register of Friends shall be available for examination, free of charge, by Members and the register of Friends shall be available for examination, free of charge, by Friends at the address of the Secretary upon giving 14 days written notice to the Secretary. If a Member or Friend requests that any information contained on the register about them (other than their name) not be available for inspection, that information must not be made available for inspection.
- 3) A person must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purpose of sending the person a newsletter, a notice in respect of a meeting or other event or material relating to the Branch.any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (4) The Branch shall be advised of changes to membership on a regular basis by the Australian Division.

7. Annual Subscription

- (1) Members of the Branch who are registered Members of the Society shall pay their subscriptions directly to the Division by the means made available by the Society.
- (2) A Branch Friend shall pay his/her subscription directly to the Branch. The annual subscription shall be determined annually by the Committee and any changes approved by the Division Council and shall fall due on the first day of January each year. The subscriptions of a person joining on or after the first day of October in any year shall cover both the remainder of that year and all of the following year.
- (3) A Branch Friend shall be deemed to be unfinancial if their subscription is not paid within four months after the due date.

8. Liabilities

- (1) The liabilities of a Member or Friend of the Branch to contribute towards the payment of debts and liabilities of the Branch or towards the costs, charges and expenses of winding up and closure of the Branch is limited to the amount, if any, unpaid by the Member or Friend in respect of membership of the Branch as required by Rule 7.
- (2) The finances of the Branch shall be managed entirely by the Branch. Neither the Society nor the Division accepts any financial responsibility for a Branch and shall incur no liabilities through the formation or carrying on of a Branch.

9. Disciplining of Members and Friends

- 1) Disciplining of Members and Friends shall be at the discretion of the Committee. The Committee's decision shall be final.
- 2) When behaviour or acts deemed by the Committee to be either unprofessional or damaging to the good name of the Branch occur, the Member or Friend shall be required to appear before the Committee to explain the circumstances of the event or act. The Committee shall give notice in writing of the requirement to appear to the Member or Friend at least 14 days prior to the hearing. If the Member or Friend does not appear before the hearing, the Committee shall determine the appropriate disciplinary action in the Member's or Friend's absence.
- 3) If disciplinary action is deemed necessary, this shall first be referred to the Division for review before being actioned. The Member or Friend shall be given notice in writing of the Committee's decision.

10. Resolution of Disputes

- (1) A dispute between a Member or Friend and another Member or Friend (in their capacity as members) of the Branch, or a dispute between a Member(s) or Friend(s) and the Branch, is to be addressed as follows:
 - a) In the first instance the Committee will appoint a member, who is independent of the subject of the dispute, who will attempt to facilitate a resolution between the parties through discussion;
 - b) If step a) does not achieve resolution then, with the agreement of the parties, a person will be appointed to arbitrate the dispute, the outcome of which will be binding on all parties;
 - c) If step b) does not achieve resolution then the parties are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

Part IV

The Committee

11. Powers and Functions of the Committee

- (1) The affairs of the Branch shall be managed by a committee of management known as the “Committee” constituted as provided by Rule 12.
- (2) The Committee, subject to the Act, the Regulation and these rules and to any resolution passed by the Branch in a General Meeting:
 - a) Shall control and manage the business affairs of the Branch.
 - b) Shall perform all such acts and do all such things that are essential for the proper management of the business and affairs of the Branch.
 - c) May exercise all such functions as may be exercised by the Branch other than those functions that are required by these rules to be exercised by a General Meeting of the Members of the Branch.
 - d) Shall maintain and comply with a *Conflict of Interest* policy.

12. Membership of Committee

- (1) The Committee shall consist of no less than six and no more than fourteen Members, including the Officers listed in paragraph (2) of this rule.
- (2) The Officers of the Committee shall be:
 - (a) Chairman, who must be a Fellow, Companion, Member or Associate Member of the Society;
 - (b) Vice-Chairman, who must be a Fellow, Companion, Member or Associate Member of the Society;
 - (c) Honorary Secretary, who must be a Fellow, Companion, Member or Associate Member of the Society; and
 - (d) Honorary Treasurer.
 - (e) One of the Officers shall be appointed to be the Public Officer.
- (3) *Election of Officers.* Officers of the Committee shall be elected at the first meeting of the Committee. Election of each Officer, except the Chairman, shall occur by majority vote of the Committee Members.
- (4) Only Committee Members may stand for election as Officers. Such Committee Members may either be elected under Rule 13 or co-opted under paragraph (8) of this rule.
- (5) *Election of Chairman.* The Chairman shall be elected in accordance with the procedure in Rule 13.
- (6) *Student Representatives.* The Committee will include three Committee Members to be Student Representatives. A Student Representative must meet the qualifications for election as a Student Representative under Rule 13(4). A Student Representative will not be eligible for re-election or co-option as Student Representative once they no longer meet these requirements.
- (7) *Casual Vacancies in the Committee.* In the event of a casual vacancy in the Committee, the Committee may co-opt a Member of the Branch to the Committee as an Ordinary Committee Member or as a Student Representative. Such a Member shall hold office subject to these Rules until the next Annual General Meeting and may stand for re-election.
- (8) *Casual Vacancy of an Officer.* In the event of a casual vacancy of an Officer, the Committee may elect another Committee Member, including a Member co-opted under paragraph (7) of this rule, by majority vote at the next meeting of the Committee.

(9) *Casual Vacancy of the Chairman.*

- (a) In the event of the casual vacancy of the Chairman, the Vice-Chairman shall serve as Acting Chairman until the vacancy is filled. A new Chairman must be elected:
 - i. By a Special General Meeting called by the Committee for such purpose; and
 - ii. Using the postal ballot procedure in Rule 13(10), except that references to the 'Annual General Meeting' shall be read as references to the 'Special General Meeting'.
- (b) A Special General Meeting to elect a new Chairman must be held within three months of the vacancy arising, unless the vacancy arises less than three months before an Annual General Meeting is due.
- (c) A call for nominations shall be made at least two months before the Special General Meeting. Nominations must be delivered to the Secretary no less than twenty-one days before the Special General Meeting.
- (d) If the vacancy arises less than three months before an Annual General Meeting is due, the Vice-Chairman may serve as Acting Chairman until the Annual General Meeting.

13. Election of Committee

- (1) *Time for election.* An election for Committee Members may only be held at an Annual General Meeting and not at any other meeting of the Branch.
- (2) *Elections for Chairman and Student Representatives to be held.* At each Annual General Meeting, elections are to be held for the following:
 - (a) The Chairman; and
 - (b) Student Representatives.
- (3) *Elections for Ordinary Committee Members to be held.* At the first Annual General Meeting after the adoption of these Rules by the Branch:
 - a) One half of the Ordinary Committee Members shall be elected to serve for only one year; and
 - b) One half of the Ordinary Committee Members shall be elected to serve for two years and thereafter:
 - c) All Ordinary Committee Members are eligible on rotation for re-appointment for a period of two years at the conclusion of their initial term
- (4) *Vacancies.* In the elections held at the Annual General Meeting, the following number of vacancies shall be available to be filled:
 - (a) In the election for the Chairman: one vacancy; and
 - (b) In the election for Ordinary Committee Members: five vacancies every other year; and
 - (c) in the election of Student Representatives: three vacancies.
- (5) *Student Representatives — Qualification of Candidates.* Each candidate for election to the Committee as a Student Representative must be:
 - (a) A Member of the Branch; and
 - (b) Enrolled in a course of study within the profession of aeronautics at a recognised tertiary institution.
- (6) *Nominations.* Nominations for candidates for elections at the Annual General Meeting:
 - (a) Shall be made in writing signed by one Member and countersigned by the candidate.

- (b) Shall be delivered to the Secretary twenty-one days prior to the date of the Annual General Meeting at which the election is to take place.
- (7) If the number of nominations received is equal to or less than the number of vacancies available, all candidates shall be deemed elected.
- (8) If the number of nominations received exceeds the number of vacancies available, a postal ballot shall be held in accordance with paragraph (10) of this rule.
- (9) Each candidate must be a Member. If a person who is not a Member is nominated as a candidate, the nomination is void. If a person who is not a Member is elected in any election, the election of that person is void and a new election shall be held.
- (10) *Postal Ballot.* If a postal ballot is required, it shall be conducted as follows:
 - (a) Voting shall take place as required in each of three classes – Chairman, Ordinary Committee Member and Student Representative.
 - (b) Only Members may vote and the Secretary shall ensure that each Member receives a ballot paper no less than fourteen days before the Annual General Meeting at which the election is to be held.
 - (c) Each Member shall have one vote for each available vacancy in each class. Each Member may only allocate one vote to any one candidate, but may vote for as many candidates as there are available vacancies in each class.
 - (d) Voting is not compulsory and may be conducted by electronic ballot.
 - (e) Members wishing to vote must return completed ballot papers to the Secretary such that they are received no later than the business day before the Annual General Meeting at which the election is to be held.
 - (f) The candidate that receives the most votes shall be elected. Where there is more than one vacancy, each subsequent vacancy is filled by the candidate with the next highest number of votes until all vacancies are filled.
 - (g) The Committee shall appoint not less than two scrutineers who shall be Fellows, Companions or Members of the Society, for opening ballot papers and recording the votes. The scrutineers shall report the result of the ballot to the Chairman of the Annual General Meeting immediately before the Meeting.
 - (h) A candidate is not eligible to be appointed as a scrutineer.
- (11) Subject to these rules, each Committee Member shall hold office upon election for the term specified for that class of Member and may stand for re-election at the appropriate Annual General Meeting.

14. Casual Vacancies

- (1) A casual vacancy of any Officer or Committee Member occurs if the Officer or Committee Member:
 - (a) Dies;
 - (b) Ceases to be a member;
 - (c) Resigns by notice in writing;
 - (d) Is removed from the Committee by resolution at a General Meeting; or
 - (e) Insufficient nominations for Committee election are received.

15. Secretary

- 1) It is the duty of the Secretary to:
 - a) Record all appointments of Officers of the Committee and Committee Members and notify the Branch Members of their means of contact.
 - b) Minute the attendance and proceedings at Committee meetings. Following approval, minutes shall be signed by the Chairman of the meeting or by the Chairman of the next succeeding meeting or retained as an electronic record, at the discretion of the Committee.
 - c) Keep and maintain a register of Members and Friends.
 - d) Receive, read and make available to the Committee correspondence addressed to and from the Secretary and other Committee Members.
 - e) Minute all meetings.

16. Treasurer

- 1) It is the duty of the Treasurer to:
 - a) Ensure that all money due to the Branch is collected and received and that all payments authorised by the Committee are made; and
 - b) Ensure that correct books and accounts are kept showing the financial affairs of the Branch including full details of all receipts, expenditure and movements of funds connected with the activities of the Branch and;
 - c) Provide an annual statement for each Financial Year, duly audited by an Auditor nominated by the Committee and approved at a General Meeting and;
 - d) Obtain approval from the Committee before committing to any single item of expenditure or liability in excess of \$500; and
 - e) Report to each Committee meeting all payments, receipts and fund movements for ratification by the Committee.

17. Meetings and Procedures

- 1) The Committee shall meet at least 10 times in each one calendar year period at such place and time as the Committee may determine.
- 2) Additional meetings of the Committee may be convened by the Chairman or any three Committee Members.
- 3) Committee meetings will normally be held on a fixed day in each month to a schedule agreed by the incoming Committee. Advice of any changes to this schedule shall be given by the Secretary to each Committee Member at least 48 hours before the time appointed for the holding of the meeting.
- 4) Any six Committee Members, including at least one Officer of the Committee, constitute a quorum for the transaction of the business of a meeting of the Committee.
- 5) No business shall be transacted by the Committee unless a quorum is present and, if within half an hour of 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.
- 6) At a meeting of the Committee:
 - a) The Chairman, or in the Chairman's absence, the Vice Chairman or the immediate past Chairman shall preside or;
 - b) If the Chairman, the Vice Chairman and the immediate past Chairman are absent, one of the remaining Committee Members chosen by the Committee Members present shall preside.

18. Delegation by Committee to Sub-Committee

- (1) The Committee may, at any time, appoint a sub-Committee of Committee approved Members with a purpose and authority to act specified by the Committee, to carry out any function it may

resolve to delegate to the sub-Committee, other than those that Rule 19 requires the Committee to vote and decide upon.

- (2) A sub-Committee must not act contrary to any vote, decision or resolution of the Committee.

19. Voting and Decisions

- (1) Questions arising at a Committee meeting shall be determined by a majority of votes of Committee Members of the Committee present at the meeting.
- (2) Each Committee Member present at a meeting of the Committee is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second, or casting vote.
- (3) Providing a quorum is present, the Committee may act notwithstanding any vacancy on the Committee.
- (4) Voting and decisions on the following matters may only be determined by the Committee:
 - a) approval of Committee meeting minutes;
 - b) approval of the financial report;
 - c) committing to any single item of expenditure or liability in excess of \$500;
 - d) the election of Office bearers of the Committee;
 - e) the calling of a Special General Meeting;
 - f) any proposed alteration to the object or rules of the Branch;
 - g) the determination of the subscription rate of Branch Friend;
 - h) the approval of authorised signatories to the Branch banking account;
 - i) the application of the Branch seal;
 - j) nomination of the proposed Auditor;
 - k) the disciplining or any Member or Friend; and
 - l) the proposed expulsion of any Member or Friend
- 5) Should a key issue arise between Committee meetings that requires expeditious resolution, the issue may be dealt with by an emergency Committee meeting, which may be conducted electronically; or by circulating resolution, which may be conducted by electronic means.
- 6) In a circulating resolution the Chairman will determine when voting will close, however this will not be less than 4 days after distribution of the resolution. Upon closing at least half of the Committee must have recorded their vote for the vote to be valid. Each member of the Committee shall have one vote, and in the case of equality of votes, the Chairman shall have a second or casting vote.

Part V

Meetings

20. Lecture/visit Meetings

- (1) The Committee shall arrange for lecture or site visit meetings of the Branch to be held once each month or as deemed necessary from February to December (inclusive) for the purpose of meeting the objectives of the Branch.
- (2) Meetings will normally be held in Sydney, however the Committee shall be free to call a meeting anywhere in the state of New South Wales or, with the Division's approval, anywhere within Australia.
- (3) The Committee may arrange for mutual co-operations with other societies or bodies with allied interests in holding joint meetings within New South Wales. Such co-operation or activities outside New South Wales shall be approved and coordinated through the Division.

21. Annual General Meetings

- 1) The Annual General Meeting of the Branch shall be held in February of each year or as soon thereafter as may be practicable at the time and place to be fixed by the Committee.
- 2) At the Annual General Meeting the business shall be:
 - a) To confirm the minutes of the last preceding Annual General Meeting and of any Special General Meetings held since that Meeting.
 - b) To receive from the Committee reports on the activities of the Branch during the Financial Year.
 - c) To receive from the Committee the annual financial statement. A copy of the reports and financial statement shall be sent to the Secretary of the Division as soon as practicable after termination of such a Meeting.
 - d) To notify the results of the election of the Chairman and Committee Members.
 - e) To consider and approve, if agreed, any amendments to the Branch Rules which must also be approved by the Division Council; and any other business as appropriate included in the notice of the Meeting.
- 3) An Annual General Meeting shall be specified as such in the notice convening it.

22. Special General Meetings – The Calling Of

- (1) A Special General Meeting may be called at any time by the Committee or by a requisition in writing of not less than five percent of the total number of Branch Members.
- (2) A requisition of Members for a Special General Meeting shall state the purpose of the Meeting, shall be signed by the Members making the requisition and shall be lodged with the Secretary. The Special General Meeting must be held within one month from the date of lodgement with the Secretary.
- (3) If the Committee fails to convene a Special General Meeting to be held within the time specified in paragraph (2) of this rule, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- (4) A Special General Meeting convened by a Member or Members as referred to in Rule 22(3) shall be convened as nearly as is practicable in the same manner as lecture meetings are convened by the Committee.

23. Notice of General Meetings

- (1) The Secretary shall, at least fourteen days before the date fixed for the holding of the General Meeting, cause to be sent by pre-paid post to each Member and Friend at their address appearing in the register, a notice specifying the place, date and time of the Meeting and the nature of business to be transacted at the Meeting.

- (2) No business other than that specified in the notice convening a General Meeting shall be transacted at the Meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to Rule 21(2).
- (3) A Member wishing to bring any business before a General Meeting shall give notice in writing of that business to the Secretary who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the Member.

24. *Procedures at General Meetings*

- 1) No item of business shall be transacted at a 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) Ten Members entitled to vote under these rules, present in person, constitute a quorum for the transaction of business of a General Meeting.
- 3) If, within half an hour after the appointed time for commencement of a General Meeting, a quorum is not present, the Meeting if convened upon the requisition of Members shall be dissolved and reconvened to the same day in the following week at the same time and place.

25. *Presiding Member*

- 1) The Chairman or, in the Chairman's absence, the Vice Chairman, shall preside at each General Meeting of the Branch.
- 2) If the Chairman or the Vice Chairman are absent from a General Meeting, the Members present shall elect one of their Members to preside at the Meeting.

26. *Making of Decisions*

- (1) A question arising at a General Meeting of the Branch shall be determined on a show of hands. A declaration by the Chairman that a resolution has, on a show of hands, been carried by a majority or lost shall be cause for an entry to that effect in the minutes of the Meeting, such minute being evidence without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a General Meeting of the Branch, a poll may be demanded by not less than ten Members present in person or by proxy at the Meeting.

27. *Voting*

- 1) Upon any question arising at a General Meeting of the Branch only Members may vote and a Member has one vote only.
- 2) All votes shall be given personally or by proxy but no Member may hold more than five proxies.
- 3) In the case of an equality of votes on a question at a General Meeting, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 4) A Member or proxy is not entitled to vote if unfinancial under Rule 7.

28. *Appointment of Proxies*

- 1) Each Member shall be entitled to appoint another Member as proxy by a written notice signed by the proxy and assignee and given to the Secretary not later than the business day before the time of the meetings in respect of which proxy is appointed.

Part VI

Administration

29. Insurance

- 1) The Committee may effect and maintain insurance for the Branch at its discretion and may do so in association with the Division.

30. Source of Funds

- 1) Funds for the Branch shall be derived from:
 - a) An allocation from the Division of an amount dependent on the number of Members who are registered with the Society under Rule 4.
 - b) Subscriptions from Friends of the Branch as paid under Rule 7.
 - c) The sale of goods which promote the aims of the Society, and which normally carry the logo of the Society.
 - d) Revenue from arranging symposia or other gatherings.
 - e) Income from investments.
 - f) Donations of a financial nature or in kind.

31. Management of Funds

- (1) Except as directed by resolution passed by the Branch in General Meeting, the funds of the Branch shall be used in pursuance of the objects of the Branch and the Society in such a manner as the Committee determines.
- (2) A banking account shall be maintained in the name of the Branch and all monies and cheques received by or on behalf of the Branch shall be paid into the account and all payments made on behalf of the Branch shall be made by cheque or by electronic funds transfer drawn from the account.
- (3) The Chairman, Secretary, Treasurer and one other nominated Committee Member shall be appointed as authorised signatories to the banking account. The Officer of the Committee appointed to be the Public Officer shall be one of these signatories. All cheques drawn on, and in favour of the Branch, shall be signed by any two of these signatories.
- (4) The Treasurer shall maintain up to date accounts and record all financial transactions made on behalf of the Branch. These records shall be presented to each Committee meeting and authorised by resolution of the Committee.
- (5) The Branch shall, as soon as practicable after receiving any money, issue an appropriate receipt.

32. Alteration to Objects and Rules

- (1) The statement of objectives and these rules may be altered, rescinded or added to only by a Special Resolution of the Branch. Any changes must be approved by the Australian Division Council.

33. Common Seal

- 1) In the case of a common seal being acquired for the Branch, the following will apply:
 - a) The common seal of the Branch shall be kept in the custody of the Secretary.
 - b) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of at least one Officer of the Committee (which may include the Public Officer) and one other Committee Member .

34. *Custody and Inspection of Records etc.*

- (1) Except as otherwise provided by these rules, the Secretary, or the Officer of the Committee designated to be the Public Officer, shall keep in his or her custody or under his or her control all records, books and other documents relating to the Branch.
- (2) The records, books and other documents of the Branch shall be open to inspection, free of charge, by a Member of the Branch at any reasonable hour.

35. *Winding Up or Cancellation*

- (1) In the event of the winding up or cancellation of the incorporation of the Branch, for the purpose of the Special Resolution referred to in the Act, the Branch shall nominate the Division being an incorporated association, as the association in which it is to invest its surplus property.

36. *Serving of Notices*

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Branch upon any Member or Friend either personally or by sending it by post to the Member or Friend at the Member's or Friend's address shown in the register .
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.