

Rules of the
Queensland Branch of the Royal Aeronautical Society
Australian Division Inc.

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Part 1 Interpretation

1.1 Interpretation

In these rules and also for definition which may be used in other Branches or the Australian Division, the word or words in the first column in the table following shall, unless the contrary intention appears, bear the meanings set opposite them respectively in the second column in the table:

ACNC	The Australian Charities and Not-for-profits Commission which administers the ACNC Act and provides Governance Standards with which a charity must comply in order to be, and remain, registered.
Act (ACT)	The Associations Incorporation Act 1991 of the Australian Capital Territory.
Act (QLD)	The Associations Incorporation Act 1981 of Queensland.
Branch	The Queensland Branch of the Royal Aeronautical Society Australian Division Incorporated operating under the rules which have been approved by the Council of the Australian Division and complying with the regulations of The Society.
Committee	The committee of management of the Branch.
Committee Member	A Member of the Committee as described in Part 4.
Co-option	The process of filling a casual vacancy in the Committee.
Division	The Australian Division of the Royal Aeronautical Society working under the regulations approved by the Council of The Society.
Divisional Council	The collective body of Members duly elected, appointed, or appointed by Branches and constituting the council of the Division for the time being.
Eligible Branch Member	All Members of The Society who ordinarily reside in the territory of the Branch, providing all money due and payable by the Member or proxy to the Division has been paid, other than the amount of the annual subscription payable for the then current year.
General Meeting	Includes Annual General Meetings and Special General Meetings.
Member	Means a person on the register of the Royal Aeronautical Society Australian Division and of the Queensland Branch.
<u>Member</u>	Refers to the class of <u>Member</u> as defined by the Division.
Office of Fair Trading (OFT)	Office of Fair Trading Queensland.
Ordinary Member	A Member of the Committee as described in Part 4.

Profession of aeronautics	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.
Public Officer	The Officer of the Committee appointed to be the Public Officer for the purposes of the Act.
Regulation (QLD)	The Associations Incorporation Regulation 1999 of Queensland.
Secretary	The person holding office under these rules as Honorary Secretary of the Branch.
Special General Meeting	A General Meeting of the Branch other than the Annual General Meeting.
Special Resolution	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 general meeting at which the Special Resolution is scheduled for decision.
The Society	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 17 th January 1949 and as amended thereafter.
Treasurer	The person holding office under these rules as Honorary Treasurer of the Branch.

Part 2 Formation and Purpose

2.1 Formation

(1) A Branch of the Royal Aeronautical Society may be formed at the request of five (5) or more eligible Branch Members and may be dissolved by the Special Resolution of the eligible Branch Members passed at a general meeting or by the Supreme Court under certain circumstances.

(a) A Branch must consist of at least twenty eligible Branch Members.

(2) The name of the incorporated association is the Queensland Branch of the Royal Aeronautical Society Australian Division Inc.

2.2 Objects

(0) The purposes for which the Branch is established are:

(a) To represent the Society within the State of Queensland 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.

Part 3 Membership and Affiliation

3.1 Membership or affiliation qualifications

- (1) Any person who is on the register of The Society, and is normally resident in the State of Queensland 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

3.2 Cessation of membership or affiliation

- (1) A person ceases to be a Member 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 the rule at Paragraph 3.7 and the rules of The Society;
 - (e) Is known to have been terminated by The Society as a Member of The Society; or
 - (f) Any person who moves and no longer satisfies Paragraph 3.1(1).

3.3 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal.

3.4 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the Committee Members who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

- (4) An appeal must be decided by a majority vote of the Members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

3.5 Register of Members

Appeal against rejection or termination of membership

- (1) The Secretary shall keep and maintain a register of Members in which shall be entered all Members names and addresses and, for Members joining after January 1989, dates on which the persons became Members.
- (2) The register of Members shall be available for examination, free of charge, by Members upon giving fourteen (14) days written notice to the Secretary. If a Member requests that any information contained on the register about them (other than their name) not be available for inspection, this 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. The Branch shall be advised of changes to membership on a regular basis by the Australian Division.

3.6 Classes of membership

- (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) The annual membership subscription shall be determined annually by the Division and any changes approved by the Division Council.
- (3) There are seven (7) classes of membership and The Society welcomes everybody, from those who are just interested in aviation to chief executives of multinational companies.
 - (a) **Affiliate.** For all those interested in aerospace including students and undergraduates; it is suitable for:
 - Anyone associated with, or interested in, aerospace.
 - (b) **Student Affiliate**
 - undertaking full time or part time studies; and
 - intending to follow a career in aerospace.
 - (c) **Associate (ARaES) and e-Associate (eARaES).** This class is open to applications from those with one of the following qualifications:
 - Hold a Bachelor degree (typically 4 years); or

- Hold a BTech or have been a Licensed Aircraft Maintenance Engineer for two (2) years; or
 - Have three (3) years' relevant vocational experience; typically a cabin staff, a junior NCO in the armed forces, aircraft technician, lab technician or draughtsperson.
- (d) **Associate Member (AMRAeS)**. You can apply as an Associate Member if your qualifications or experience are covered by one of the following:
- Bachelor degree (typically 4 years) in a relevant field, have a commercial pilot licence, or are a Licensed Aircraft Maintenance Engineer with a rating on complex aircraft and have two (2) years relevant experience or professional development; or
 - Twelve years' appropriate experience and at least three (3) years in a position of responsibility (eg, active pilot, flight engineer, senior draughtsperson, Aircraft Maintenance Engineer, senior cabin staff, senior NCO, instructor or air traffic controller).
- (e) **Member (MRAeS)**. There are two ways to qualify as a Member:
- If you have an academic or vocational qualification acceptable to Council, normally this would be a Bachelor or higher degree, along with four years' postgraduate experience/professional development; or
 - At least fifteen (15) years appropriate work experience which the last seven should be in a position of responsibility at a level appropriate to the class of Member (eg, senior engineer, workshop manager, Captain, Lieutenant, university lecturer, senior air traffic controller or a qualified practitioner in a related specialist area such as air law or medicine).
- (f) **Fellow (FRAeS)**. Fellowship is the highest class attainable and is only bestowed upon those in the profession of aeronautics or aerospace who have achieved one of the following:
- Made outstanding contributions; or
 - Attained a position of high responsibility in an influential role; or
 - Have had long experience of high quality.
- (g) **Companion (CRAeS)**. Companionship is granted to those who are of valuable service to the profession of aeronautics but do not qualify for the class of Fellow. An example would be senior executives moving into the industry from other sectors later in their careers.

3.7 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) The annual membership subscription shall be determined annually by the Division and any changes approved by the Division Council

3.8 Liabilities

- (1) The liabilities of a Member 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 in respect of membership of the Branch as required by the rule at Paragraph 3.7.
- (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.

3.9 Disciplining of Members

- (1) Disciplining of Members 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 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 at least 14 days prior to the hearing. If the Member does not appear before the hearing, the Committee shall determine the appropriate disciplinary action in the Member's absence.
- (3) If disciplinary action is deemed necessary, this shall first be referred to the Division for review before being actioned. The Member shall be given notice in writing of the Committee's decision.

Part 4 The Committee

4.1 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 the rule at Paragraph 4.2.
- (2) The Committee, subject to the Act (QLD), the Regulation (QLD), the ACNC requirements, 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.

4.2 Membership of Committee

- (1) The Committee shall consist of no less than five (5) and no more than fourteen (14) Members, including the Officers listed in Paragraph 4.2(2).
- (2) The Officers of the Committee shall be:
 - (a) Chairman, who must be an eligible Branch Member and be eligible as Branch Representative;
 - (b) Deputy-Chairman, who must be an eligible Branch Member and be eligible as Branch Representative;
 - (c) Secretary, who must be an eligible Branch Member and be eligible as Branch Representative;
 - (d) Treasurer, who must be an eligible Branch Member; and
 - (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 the rule at Paragraph 4.3 or co-opted under Paragraph 4.2(8) of this rule.
- (5) *Election of Chairman.*
The Chairman shall be elected in accordance with the procedure in Paragraph 4.3.
- (6) *Student Representatives.*
The Committee may include two Committee Members to be Student Representatives. A Student Representative must meet the qualifications for election as a Student

Representative under Paragraph 4.3(5). 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 4.2(7), 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 Deputy -Chairman shall serve as Acting Chairman until the vacancy is filled. A new Chairman must be elected:

- i. By Special Resolution at a Special General Meeting called by the Committee for such purpose; and
- ii. Using the ballot procedure in Paragraph 4.3(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 Deputy Chairman may serve as Acting Chairman until the Annual General Meeting.

(10) *Branch Representative.*

The Chairman shall be the appointed representative of the Branch at Divisional Council meetings, unless otherwise permanently delegated by the Chairman, and must:

- (a) Be a Member of The Society; and
- (b) Be of either Fellow, Companion, Member or Associate Member class of membership; and
- (c) Give a written undertaking that they are not disqualified from office under the Act (ACT), Section 63(1), or the ACNC Governance Standards; and
- (d) Immediately inform the Divisional Council if they should be become so disqualified; and
- (e) Give a written undertaking that they will comply with the Divisional Council's requirements in relation to confidentiality and privacy; and

- (f) Ensure all required registration details, notifications of any changes, and any reporting requirements under the Act (ACT) or ACNC Governance Standards are properly advised in a timely manner.

4.3 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) The term of office for each committee position is until the next Annual General Meeting.
- (3) *Elections to be held.*
At each Annual General Meeting, elections are to be held for the following:
 - (a) The Chairman;
 - (b) Ordinary Committee Members; and
 - (c) Student Representatives.
- (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 (1) vacancy; and
 - (b) In the election for Ordinary Committee Members: eleven (11) vacancies; and
 - (c) in the election of Student Representatives: two (2) vacancies.
- (5) *Student Representatives — Qualification of Candidates.*
Each candidate for election to the Committee as a Student Representative must be:
 - (a) An eligible Branch Member; 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 4.3(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/Electronic Ballot.*

If a postal/electronic 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.
 - (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 until the next Annual General Meeting and may stand for re-election.

4.4 Removal or vacation of office of management Committee Member

- (1) A Committee Member may be removed from office at a general meeting of the association if a majority of eligible Branch Members at the meeting vote in favour of removing the Member.
- (2) Before a vote of eligible Branch Members is taken about removing the Committee Member from office, the Committee Member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (3) A Committee Member has no right of appeal against the Committee Member's removal from office under this rule.
- (4) A Committee Member immediately vacates the office of Committee Member in the circumstances mentioned in Section 64(2) of the Associations Incorporation Act 1981.

4.5 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.

4.6 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.
 - (d) Receive, read and make available to the Committee correspondence addressed to and from the Secretary and other Committee Members.
 - (e) Minute all meetings.

4.7 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 Financial Statement, duly meeting OFT audit requirements and approved at a General Meeting and;
 - (d) Obtain approval from the Committee before committing to any single item of expenditure or liability; and
 - (e) Report to each Committee meeting all payments, receipts and fund movements for ratification by the Committee.
 - (f) Ensure the safe custody of instruments of title and securities of the association.

4.8 Meetings and Procedures

- (1) The Committee shall meet at least 8 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 Committee Member.
- (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 four (4) 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, including via telephone or electronic medium, and, if within 30 minutes of the time appointed for the meeting a quorum is not present, the Committee shall determine a date, time and place of the adjourned meeting.
- (6) At a meeting of the Committee:
 - (a) The Chairman, or in the Chairman's absence, the Deputy Chairman or the immediate past Chairman shall preside or;
 - (b) If the Chairman, the Deputy Chairman and the immediate past Chairman are absent, one of the remaining Committee Members chosen by the Committee Members present shall preside.

4.9 Delegation by Committee to Sub-Committee

- (1) The Committee may, at any time, may appoint a sub-Committee of Committee approved Members with a purpose and authority to act as specified by the Committee, to carry out any function it may resolve to delegate to the sub-Committee, other than those that the rule at Paragraph 4.10 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.

4.10 Voting and Decisions

- (1) Questions arising at a Committee meeting shall be determined by a majority of votes of Committee Members..
- (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 alteration to the object or rules of the Branch;
 - g) the approval of signatories to the Branch banking account;
 - h) the application of the Branch seal;
 - i) nomination of the proposed Auditor;
 - j) the disciplining or any Member; and
 - k) the proposed expulsion of any Member.

Part 5 Meetings

5.1 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 Brisbane, however the Committee shall be free to call a meeting anywhere in the state of Queensland 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 Queensland. Such co-operation or activities outside Queensland shall be approved and coordinated through the Division.

5.2 Annual General Meetings

- (1) The Annual General Meeting of the Branch shall be held in March in each year and if this is not possible, within 6 months of the Branch's reportable financial year.
- (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 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.

5.3 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 eligible Branch Members.
- (2) A requisition of eligible Branch 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 lodgment with the Secretary.

- (3) If the Committee fails to convene a Special General Meeting to be held within the time specified in Paragraph 5.3(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 the rule at Paragraph 5.3(1) shall be convened as nearly as is practicable in the same manner as lecture meetings are convened by the Committee.

5.4 Notice of General Meetings

- (1) The Secretary shall, at least fourteen (14) days before the date fixed for the holding of the General Meeting, give notice to be sent by pre-paid post or email to each eligible Branch Member at their postal or email address appearing in the register, 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 the rule at Paragraph 5.2.
- (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.

5.5 Procedures at General Meetings

- (1) No item of business shall be transacted at a General Meeting unless a quorum of ten (10) eligible Branch Members is present during the time the Meeting is considering that item.
- (2) If, within 30 minutes after the appointed time for commencement of a General Meeting, a quorum is not present, the Meeting if convened upon the requisition of eligible Branch Members shall be dissolved and adjourned for at least seven (7) days. The Committee shall determine a date, time and place of the adjourned meeting.

5.6 Presiding Member

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

5.7 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. Except for Special Resolutions which require a 75% majority, questions shall be decided on a simple majority of those present and any proxies held.

- (2) At a General Meeting of the Branch, a poll may be demanded by not less than eight eligible Branch Members present in person or by proxy at the Meeting.

5.8 Voting

- (1) Upon any question arising at a General Meeting of the Branch only eligible Branch Members may vote and 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 Paragraph 3.7.

5.9 Appointment of Proxies

- (1) Each eligible Branch Member shall be entitled to appoint another eligible Branch Member as proxy by a written notice signed by the proxy and assignee and given to the Secretary not later than the 48 hours before the time of the meetings in respect of which proxy is appointed.

Part 6 Administration

6.1 Insurance

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

6.2 Financial Year

- (1) The end date of the association's financial year is the 31 of December in each year.

6.3 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 eligible Branch Members who are registered with The Society under Paragraph 3.1.
 - (b) The sale of goods which promote the aims of The Society, and which normally carry the logo of The Society.
 - (c) Revenue from arranging symposia or other gatherings.
 - (d) Income from investments.
 - (e) Donations of a financial nature or in kind.

6.4 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, Deputy Chairman, Secretary and Treasurer shall be appointed as 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.

6.5 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.
- (2) Any amendment, repeal or addition to the statement of objectives and these rules is valid only when registered with the Chief Executive of the Office of Fair Trading (Queensland Government).

6.6 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.

6.7 Custody and Inspection of Records

- (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 an eligible Branch Member at any reasonable hour.

6.8 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 (QLD), the Branch shall nominate the Division being an incorporated association, as the association in which it is to invest its surplus property.

6.9 Serving of Notices

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Branch upon any eligible Branch Member either personally, by sending it by post, or via electronic means to the Member at the Member's address shown in the register.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting, or emailing 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.