

inspiring success



**Australian Computer Society Rules
November 2010**

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1. Preliminary

11. Definitions

In these rules, unless a contrary intention appears:

- “accused member” means a member against whom a complaint has been made under R7.2 and includes a member or former member against whom a decision or determination to impose disciplinary action under R7.1.2 has been made by a Disciplinary Hearing Panel or by an Appeal Panel or by both,
- "Act" means the Associations Incorporation Act 1991, of the Australian Capital Territory, as amended from time to time,
- “Appeal Panel” means the committee constituted under R7.9,
- "auditor" means a person meeting the qualifications set out in Subsection 74(3) of the Act,
- "Board" means a standing committee established by Management Committee under R11.1,
- "Branch" means a group of members established by Management Committee as a Branch,
- "Branch Executive Committee", in relation to a Branch, means the committee that controls and manages the Branch constituted under the National Regulations,
- "Branch Funds" means the funds so described in the National Regulations,
- "Branch Office Bearers", in relation to a Branch, means the persons so described in the National Regulations,
- "Branch Property" means the property so described in the National Regulations,
- "Branch Regulations", in respect of a Branch, means its regulations made pursuant to the National Regulations, as amended from time to time and as were in effect up to and including 31 December 2005,
- "Chief Executive Officer" means the person so appointed under R10.3,
- "Code of Ethics" means the code set out in the National Regulations,
- "Congress" means the committee constituted under R8,
- “Congressional Representative” means a member appointed as such under R8.4.1,
- “Coopted Congress Member” means a person coopted as a Congress member under R8.4.10,
- "Director", in relation to a Board, means a person elected or appointed under R8 to chair that Board,
- “Disciplinary Hearing Panel” means a committee constituted under R7.3.3,
- “Disciplinary Panel” means the panel so appointed under R6.3.1,
- “Elected National Office Bearer” means the persons described in R8.3.1(a),
- “Ex Officio National Office Bearer” means the persons described in R8.3.1(b),
- "fee" means any amount payable by a member or non-member to the Society in relation to membership or activities of the Society,
- "financial year", in relation to the Society, means the year ending on 30 June,
- "function" includes power, authority and duty,
- "Grade" means grade of membership of the Society,
- “lay person” means a person who is not a member,
- "majority", in relation to voting, means the majority of votes cast by those persons entitled to vote who vote on the question,
- "Management Committee" means the committee constituted under R10,
- "member" means member of the Society of any grade or classification,
- “National Congressional Representative” means a member appointed as such under R10.4,
- "National Funds" means the funds so described in the National Regulations,
- "National Office Bearers" means the persons described in R8.3.1,
- "National Property" means the property so described in the National Regulations,

- "National Regulations" means the regulations so described as are in force from time to time and as amended from time to time by Management Committee pursuant to R18,
- "NR" preceding a number denotes a regulation in the National Regulations,
- "National Special Interest Group" means a special interest group established by Management Committee under R11.1,
- "Objects" means the objects that are, by virtue of Section 29 of the Act, the objects of the Society,
- "Overseas Group" means the group of members who meet the qualifications set out in the National Regulations for Overseas Group,
- "person" means a natural person,
- "Professional Division": means the grouping of members of the Grades specified as making up that grouping in the National Regulations,
- "R" preceding a number denotes a rule in the Rules,
- "records of the Society" means all records maintained by the Society or any grouping of members of the Society whether those records are required to be maintained or not but does not include records that the Society may lawfully dispose of and has disposed of,
- "Regulations" means the Associations Incorporation Regulations, made under the Act, as amended from time to time,
- "Rules" means the rules that are, by virtue of Subsection 31(1) of the Act, the rules of the Society,
- "Send" means transmit to an address specific to each recipient and, in the absence of any expressly stated method, by:
 - (a) pre-paid post, or
 - (b) any mode of document delivery, or
 - (c) electronic communication.
- "Society" means the Australian Computer Society Incorporated,
- "Society meeting" means any meeting of members or members and non members convened in the name of or in relation to the Society or any part of it,
- "special resolution" means a resolution passed in accordance with Section 70 of the Act.

1.2. Interpretation

- 1.2.1. A decision by Management Committee on the interpretation of any provision of the Rules or the National Regulations is binding on all members.

1.3. Transitional

- 1.3.1. The Constitution, By-Laws and Instruments of the Society cease to have any effect from the date on which the Rules commence.
- 1.3.2. All persons, things and circumstances appointed or created and continuing by or under the Constitution, By-Laws or Instruments of the Society immediately before the date on which the Rules commence, will be treated as being appointed or created and continuing by or under the Rules.
- 1.3.3. If the Rules or the National Regulations or both are amended then, unless the contrary is expressly provided for in the amendment or in the resolution effecting the amendment, all persons, things and circumstances appointed, elected or created and continuing by or under the Rules or the National Regulations before amendment, will be treated as being appointed, elected or created and continuing under the Rules and National Regulations as amended.

- 1.3.4. Any transitional provisions required as a result of the amendment of the Rules or the National Regulations may be incorporated into the resolution effecting such amendment and, once the resolution is passed, will have the same force and effect as if such transitional provisions were incorporated into the Rules or National Regulations as applicable.

2. Membership

2.1. Grades

- 2.1.1. The National Regulations set out:
 - (a) the Grades, and
 - (b) the qualifications for membership, and
 - (c) the procedure for admission or election to each Grade.
- 2.1.2. No member may be deprived of a Grade simply because any qualification for that Grade is changed.

2.2. Members

- 2.2.1. The members are those persons who have:
 - (a) applied for membership in the manner set out in the National Regulations, and
 - (b) been admitted or elected to a Grade, and
 - (c) agreed to be bound by the Rules and National Regulations, and
 - (d) paid the fees applicable.
- 2.2.2. Any member who meets the prerequisites set out in the National Regulations may be classified into one or more special categories of membership as set out in the National Regulations.

2.3. Patron

- 2.3.1. Management Committee may appoint a Patron at any time.
- 2.3.2. The Patron has all the privileges of membership, but no obligations or responsibilities under the Rules or the National Regulations.

3. Fees

- 3.1. All fees are as set under the National Regulations.
- 3.2. Each new member, on admission, must pay the fees as notified.
- 3.3. Each member must pay fees in the manner set out in the National Regulations.
- 3.4. Subject to the National Regulations, no part of any fee is refundable.

4. Member's Liability and Committee Member's Indemnity

- 4.1. The liability of a member to contribute to the payment of the debts and liabilities of the Society or the costs of the winding up of the Society is limited to the amount of any unpaid fees of that member.
- 4.2. The Society indemnifies:
 - (a) every Congress member, Management Committee member and any other national committee member or official out of:
 - (i) firstly, National Funds and National Property, and
 - (ii) secondly, any other funds or property of the Society as determined by Management Committee, and
 - (b) every Branch Executive Committee member and any other branch committee member or official out of:
 - (i) firstly, the Branch Funds and Branch Property of the relevant Branch, and
 - (ii) secondly, National Funds and National Property, and

- (iii) thirdly, any other funds or property of the Society as determined by Management Committee

against any liabilities incurred by that person in that capacity:

- (c) in defending any proceedings, civil or criminal, in which judgment is given in that person's favour or in which that person is acquitted, or
- (d) in settling any claim on terms acceptable to Management Committee or the relevant Branch Executive Committee as applicable, or
- (e) both R4.2(c) and R4.2(d).

5. Cessation of Membership

5.1. A person ceases to be a member if the person:

- (a) dies, or
- (b) resigns from membership, or
- (c) is expelled from membership, or
- (d) fails to pay any fee within the time set out in the National Regulations.

5.2. Unless a member:

- (a) is the subject of disciplinary action, or
- (b) owes any fee to the Society,

a member may resign from membership at any time by notice in writing to the Chief Executive Officer or the Honorary Secretary of the member's Branch.

6. Disciplinary Committee

6.1. Constitution

6.1.1. The Disciplinary Committee must consist of at least 8 members each of whom must be a Fellow, Senior Member or Member and with at least 1 member from each Branch.

6.1.2. The Disciplinary Committee and its chairman must be appointed by Management Committee, as necessary.

6.1.3. The members of the Disciplinary Committee hold office for one calendar year and are eligible for re-appointment at the end of their term.

6.1.4. Neither the President nor any employee of the Society is eligible to be a member of the Disciplinary Committee or a Disciplinary Panel.

6.2. Quorum

6.2.1. The quorum for a Disciplinary Committee meeting is present if at least 5 members of the Disciplinary Committee are present in person or by suitable means of simultaneous communication.

6.3. Disciplinary Panel

6.3.1. The Disciplinary Committee must appoint the Disciplinary Panel which must comprise the members of the Disciplinary Committee together with at least 3 lay people.

6.3.2. The members of the Disciplinary Panel hold office for one calendar year and are eligible for re-appointment at the end of their term.

7. Disciplining of Members

7.1. Nature of Complaints and Disciplinary Action

- 7.1.1. A complaint may be made against any member who acts or fails to act in the course of his or her professional activities in such a way as to justify the taking of disciplinary action, including;
- (a) failing to observe, whether intentionally or unintentionally, the Rules or the National Regulations.
 - (b) failing to comply with, whether intentionally or unintentionally, any ethical, professional or technical standards published by the Society,
 - (c) acting or failing to act so that, as a consequence, whether intended or not, the Society is or is likely to be brought into disrepute or suffer loss or damage,
 - (d) any combination of (a), (b) and (c).
- 7.1.2. If the complaint is substantiated, the member may be disciplined by:
- (a) expulsion from the Society, or
 - (b) suspension from the rights of membership for a period of up to 3 years or until imposed conditions are met, or
 - (c) being required to comply with conditions imposed as to the carrying out of the member's occupation, or
 - (d) being required to complete specified courses of training or instruction, or
 - (e) caution, censure or reprimand, or
 - (f) any combination of 2 or more of (a), (b), (c), (d) and (e).
- 7.1.3. The Society is not entitled to make an award of compensation or damages or levy any fine or other financial penalty.

7.2. Form and Preliminary Assessment of Complaint

- 7.2.1. Any complaint about a member must:
- (a) be in writing and under cover of a completed complaint summary form as most recently published by the Society, and
 - (b) be delivered or sent by post to the Chief Executive Officer so that it is received within 6 months after the conduct is alleged to have occurred, and
 - (c) disclose the name, address and other contact details of the complainant, and
 - (d) be signed by the complainant, and
 - (e) clearly state the nature and circumstances of the complaint and explain precisely which provisions of R7.1.1 are alleged to have been contravened and how and annex such documentary or other evidence as the complainant relies on in making the complaint, and
 - (f) disclose the names, addresses and other contact details of persons whose evidence will be relied on by the complainant and include a written summary of the evidence of each such person, and
 - (g) include a statement setting out the steps, if any, taken by the complainant to resolve the subject matter of the complaint with the accused member, and
 - (h) include a statement authorising the copying of the complaint and supporting documentation and its distribution to the accused member and such members, lay persons and support staff as may be involved in processing the complaint.
- 7.2.2. If, in the opinion of the Chief Executive Officer, the complaint does not comply with R7.2.1, the Chief Executive Officer must, within 7 days of receipt of the complaint:
- (a) notify the complainant in writing that the complaint does not comply with R7.2.1 and has not been accepted, and
 - (b) outline to the complainant the basis for the determination of non-compliance

- 7.2.3. If, in the opinion of the Chief Executive Officer, the complaint complies with R7.2.1, the Chief Executive Officer must, within 7 days of receipt of the complaint, refer the complaint, including annexed evidence, to the chairman of the Disciplinary Committee.
- 7.2.4. Within 14 days of receipt of a referral under R7.2.3, the chairman of the Disciplinary Committee must determine whether the complaint makes out a prima facie case under R7.1.1 and, if it does not, prepare a statement in writing setting out the basis for the determination.
- 7.2.5. If the chairman of the Disciplinary Committee determines that the complaint does not make out a prima facie case under R7.1.1, he or she must instruct the Chief Executive Officer to:
- (a) notify the complainant in writing of the determination and that the Society will not process the complaint further, and
 - (b) outline to the complainant the basis for the determination.
- 7.2.6. If the chairman of the Disciplinary Committee determines that the complaint constitutes a prima facie case under R7.1.1, he or she must instruct the Chief Executive Officer to:
- (a) notify the complainant in writing of the determination, and
 - (b) notify the accused member in writing of the determination and the accused member's right under NR5.1.3 and provide a copy of the complaint, including annexed evidence, to the accused member.
- 7.3. Pre-Hearing Mediation and Constitution of Disciplinary Hearing Panel
- 7.3.1. Where a notification has been given under R7.2.6, the chairman of the Disciplinary Committee or another member of the Disciplinary Committee nominated by the chairman must, within 14 days of the notification having been given under R7.2.6(b), seek the agreement in writing of the complainant and the accused member:
- (a) to refer the complaint to mediation for resolution and to participate in such mediation, and
 - (b) to any mediator, including the chairman of the Disciplinary Committee, on whom both the accused member and the complainant can agree, failing which agreement within 10 business days, to a mediator nominated by the chairman of the Disciplinary Committee.
- 7.3.2. If,
- (a) the agreements required under R7.3.1 are not effected within the period specified in R7.3.1, or such longer period as the chairman of the Disciplinary Committee, the complainant and the accused member may agree, or
 - (b) the mediation fails to resolve the complaint within 60 days of the appointment of the mediator,
- the chairman of the Disciplinary Committee must, within a further 14 days, appoint a Disciplinary Hearing Panel and refer the complaint to that Disciplinary Hearing Panel for hearing and determination.
- 7.3.3. A Disciplinary Hearing Panel is constituted by the chairman of the Disciplinary Committee and 2 members of the Disciplinary Panel, one of whom is a lay person, who are willing and available for such appointment provided that, if the chairman of the Disciplinary Committee is unwilling or unavailable, a Disciplinary Hearing Panel is constituted by 3 members of the Disciplinary Panel, one of whom is a lay person, who are willing and available for such appointment.
- 7.3.4. The chairman of the Disciplinary Committee or, if the chairman of the Disciplinary Committee is unwilling or unavailable, a member of the Disciplinary Hearing Panel who is also a member of the Disciplinary Committee will preside at all meetings and hearings of the Disciplinary Hearing Panel.
- 7.3.5. Voting on Disciplinary Hearing Panel business must be by simple majority and, if the votes are equal, the chairman must exercise a casting vote.
- 7.4. Determination by Disciplinary Hearing Panel

- 7.4.1. Where a complaint is referred to a Disciplinary Hearing Panel, the Disciplinary Hearing Panel must within 60 days of the referral:
- (a) subject to NR5.1.2 and with the prior consent of both the complainant and the accused member, resolve the matter without proceeding to a hearing, or
 - (b) decide the complaint by conducting a hearing and decide the disciplinary action, if any, to be imposed under R7.1.2.
- 7.4.2. The Disciplinary Hearing Panel may, as part of its decision about a complaint, direct:
- (a) the complainant to pay all or any of the costs of the accused member, or
 - (b) the accused member to pay all or any of the costs of the complainant
- and failure to comply with a direction under R7.4.2(a) or (b) within 7 days of the giving of the statement to the Chief Executive Officer under R7.4.4(a) will result in the rights of membership of the defaulting member being suspended until payment in full has been made.
- 7.4.3. Within 21 days after it resolves or decides a complaint, or such longer period as the chairman of the Disciplinary Committee may allow if, in his or her opinion, the complaint involved issues of fundamental principle or unusual complexity, the Disciplinary Hearing Panel must give a written statement of the resolution or decision, including reasons for the decision, on the same day, to:
- (a) the complainant, and
 - (b) the accused member.
- 7.4.4. If, within 21 days after the giving of the written statement under R7.4.3 or within such longer period as may be agreed under R7.8.2(b) and R7.8.3(c), the accused member has not appealed under R7.8, the chairman of the Disciplinary Committee must give a copy of the written statement under R7.4.3 to:
- (a) the Chief Executive Officer, and
 - (b) the chairman of the accused member's Branch.
- 7.5. A Disciplinary Hearing Panel must comply with the principles of natural justice and must otherwise conduct disciplinary proceedings in accordance with the National Regulations.
- 7.6. Steps involved in the disciplining of members before referral of the complaint to a Disciplinary Hearing Panel under R7.3.2 are confidential and the complainant, the accused member, the Chief Executive Officer and the chairman of the Disciplinary Committee must take all reasonable measures to preserve such confidentiality, including, in particular, the identity of the complainant and the accused member, the nature and substance of the complaint, any documents, any discussions, any decisions taken and determinations made in the course of effecting those steps.
- 7.7. The complainant and the accused member are not entitled to legal representation during attempts to resolve the complaint without a hearing but are entitled to legal representation at their own expense during a hearing by any Disciplinary Hearing Panel into the complaint.
- 7.8. Right of Appeal
- 7.8.1. An accused member may appeal a decision of the Disciplinary Hearing Panel that imposes disciplinary action under R7.1.2 if and only if such decision was demonstrably affected by one or more of the following to the detriment of the accused member:
- (a) an error or errors made by the Disciplinary Hearing Panel,
 - (b) a denial of natural justice to the accused member during the course of the hearing.

- 7.8.2. Any appeal must:
- (a) be in writing and under cover of a completed appeal summary form as most recently published by the Society, and
 - (b) be delivered or sent by post to the Chief Executive Officer so that it is received within 21 days of the date of the written statement under R7.4.3 or within such longer period as may be agreed by the chairman of the Disciplinary Committee, and
 - (c) be signed by the accused member, and
 - (d) clearly identify the nature and circumstances of:
 - (i) each alleged error, and
 - (ii) the facts, matters and circumstances which it is alleged constitute each instance on which natural justice was denied to the accused member, and explain how such error or errors and/or denial of natural justice affected the decision of the Disciplinary Hearing Panel to the detriment of the accused member, and
 - (e) include a statement authorising the copying of the appeal and supporting documentation and its distribution to such members as may be involved in processing the appeal, and
 - (f) include the request (if any) under NR5.2.3.
- 7.8.3. If, in the opinion of the Chief Executive Officer, the appeal does not comply with R7.8.2, the Chief Executive Officer must, within 14 days of receipt of the appeal:
- (a) notify the accused member in writing that the appeal does not comply with R7.8.2 and has not been accepted, and
 - (b) provide to the accused member a list of the paragraphs of R7.8.2 on which the non-compliance is based, and
 - (c) notify the accused member of any extension of time agreed to by the chairman of the Disciplinary Committee for receipt of the amended appeal.
- 7.8.4. If, in the opinion of the Chief Executive Officer, the appeal complies with R7.8.2, the Chief Executive Officer must, within 7 days of receipt of the appeal:
- (a) notify the accused member in writing that the appeal has been accepted, and
 - (b) refer the appeal to the Disciplinary Committee.
- 7.9. Constitution of Appeal Panel
- 7.9.1. Within 14 days of the receipt by the Disciplinary Committee of the referral under R7.8.4(b), the chairman of the Disciplinary Committee must appoint an Appeal Panel and refer the appeal to that Appeal Panel for determination.
- 7.9.2. Subject to R7.9.3, an Appeal Panel is constituted by the members of the Disciplinary Committee who are willing and available for such appointment.
- 7.9.3. An Appeal Panel must not include any member of the Disciplinary Hearing Panel which made the decision being appealed.
- 7.9.4. A member of an Appeal Panel appointed by the chairman of the Disciplinary Committee must chair all meetings of the Appeal Panel.
- 7.9.5. Voting on Appeal Panel business must be by simple majority and, if the votes are equal, the chairman must exercise a casting vote.
- 7.10. Determination of Appeal
- 7.10.1. Where an appeal is referred to an Appeal Panel, the Appeal Panel must, within 60 days of the referral under R7.8.4(b):
- (a) review the conduct of the hearing by and decision of the Disciplinary Hearing Panel to such extent as may be necessary for the Appeal Panel to form its views about the grounds of the appeal, and

- (b) conduct a hearing if the Appeal Panel considers it appropriate and, where a denial of natural justice is alleged, call such persons to give evidence at the hearing as the Appeal Panel considers necessary, and
 - (c) determine the appeal.
- 7.10.2. The Appeal Panel must determine the appeal by:
 - (a) allowing the appeal in whole, or
 - (b) dismissing the appeal in whole, or
 - (c) allowing the appeal in part and dismissing it in part, and
 - (d) determine the disciplinary action, if any, to be imposed under R7.1.2 in place of the disciplinary action, if any, imposed by the Disciplinary Hearing Panel.
- 7.10.3. The Appeal Panel may, as part of its decision about an appeal, where a hearing takes place, direct:
 - (a) the Society to pay all or any of the costs of the accused member, or
 - (b) the accused member to pay all or any of the costs of the Society.
- 7.10.4. Within 30 days after it determines an appeal, the Appeal Panel must give a written statement of the determination, including reasons for the determination, on the same day, to:
 - (a) the complainant, and
 - (b) the accused member, and
 - (c) Disciplinary Committee, and
 - (d) Management Committee, and
 - (e) the chairman of the accused member's Branch.
- 7.10.5. The accused member is entitled to legal representation during any hearing by the Appeal Panel into the appeal.
- 7.11. Publication of Decisions and Determinations
 - 7.11.1. The Society must publish the determinations of any Appeal Panel and, if there is no appeal, the decisions of any Disciplinary Hearing Panel, including reasons for the determinations and decisions, in such form and by such means as Management Committee may decide from time to time.
 - 7.11.2. Such publication must not identify the complainant by name or description and except to the extent that the accused member expressly consents, must also not identify the accused member in any way.
 - 7.11.3. Where considered appropriate by Management Committee, determinations and decisions may be edited or redacted before publication but not so as to render unintelligible the reasons for such determinations or decisions.

8. Congress

8.1. Functions

Subject to the Act, the Regulations, the Objects, the Rules and the National Regulations, Congress:

- (a) may determine directions and policies for the Society, and
- (b) elects the Elected National Office Bearers, and
- (c) elects the Directors, and
- (d) provides advice to Management Committee, at its own instigation and/or at the request of Management Committee, on strategic planning and otherwise for the betterment of the Society.

8.2. Constitution

8.2.1. Congress consists of the National Office Bearers, the Directors, the Congressional Representatives, the Chief Executive Officer and, if any, the Coopted Congress Members.

8.3. National Office Bearers

8.3.1. The National Office Bearers are:

- (a) the Elected National Office Bearers:
 - (i) President;
 - (ii) Vice-President (Community Boards);
 - (iii) Vice-President (Membership Boards);
 - (iv) Vice-President (Academic (Technical) Boards); and
 - (v) National Treasurer.
- (b) the Ex Officio National Office Bearers
 - (i) President Elect,
 - (ii) Immediate Past President,

8.4. Congress Elections and Appointments

8.4.1. Congressional Representatives

The Branch Executive Committee of each Branch:

- (a) must appoint 2 Branch members to be Congressional Representatives, and
- (b) Must not appoint the current or past Congressional Representative of that Branch if such appointment would result in that Congressional Representative being appointed for consecutive terms totalling more than 6 years as Congressional Representative of that Branch.

8.4.2. Directors

Congress:

- (a) must, in relation to each Board, elect a member to be the Director to chair that Board, and
- (b) must not elect or appoint any member to be a Director of more than 1 Board, and
- (c) must not elect the current or any past Director of a Board to that position if such election would result in that Director being elected or appointed for consecutive terms totalling more than 6 years as Director of that Board.

8.4.3. Elected National Office Bearers

Congress:

- (a) must elect members to each Elected National Office Bearer position, and
- (b) for each Elected National Office Bearer position, must elect or appoint a member who:
 - (i) is a current Congress member, other than a Coopted Congress Member, or
 - (ii) if R8.4.3(b)(i) does not apply, has been a Congress member, other than a Coopted Congress Member, for at least 1 year within the 5 years immediately preceding the election or appointment, or
 - (iii) if neither R8.4.3(b)(i) nor R8.4.3(b)(ii) applies, has been exempted from compliance by Congress in its absolute discretion, and
- (c) if the position is that of President:
 - (i) must not elect or appoint the current President or the Immediate Past President, and
 - (ii) must not elect or appoint a member who is not a member of Professional Division; and
 - (iii) must not elect or appoint a member who has not been a Management Committee member for at least 2 years, and
- (d) If the position is that of Vice-President:
 - (i) must not elect or appoint a member unless the member has been endorsed by a majority of the Boards that the Vice-President whose position is in question represents, or, if there is no member endorsed by such a majority of Boards, then unless the member has been endorsed by Management Committee, and
 - (ii) must not elect or appoint a current or any past Vice-President to a position as Vice-President if such election or appointment would result in that Vice-President being elected or appointed for consecutive or overlapping terms, or a combination of both, totalling more than 6 years as Vice-President, and
- (e) if the position is that of National Treasurer:
 - (i) must not elect or appoint the current or any past National Treasurer to that position if such election or appointment would result in that National Treasurer being elected or appointed for consecutive terms totalling more than 6 years as National Treasurer.

8.4.4. Neither Congress nor any Branch Executive Committee may elect or appoint any person as a Congress member who is ineligible under the National Regulations.

8.4.5. The Elected National Office Bearers take up their positions from the next 1 January after their election as follows:

- (a) President - The election takes place in each odd numbered year,
- (b) Vice-President (Community Boards) - The election takes place in each even numbered year,
- (c) Vice-President (Membership Boards) – The election takes place in each odd numbered year,
- (d) Vice-President (Academic (Technical) Boards) – The election takes place in each even numbered year.
- (e) National Treasurer - The election takes place in each even numbered year.

8.4.6. The Ex Officio National Office Bearers occupy their positions as follows:

- (a) President Elect – from election as President to the next 1 January; and
- (b) Immediate Past President – from the end of his or her term of office as President to the end of the term of office of the next President.

- 8.4.7. If a Branch Chairman or Congressional Representative is elected as a National Office Bearer, that person must on taking up office, relinquish the position of Branch Chairman or Congressional Representative, as applicable, and the appointing Branch must appoint a replacement.
- 8.4.8. No person may hold concurrently more than 2 positions as Congress member and, where two are held, one of those must be as an Ex Officio National Office Bearer or as a Director of a Board.
- 8.4.9. A member elected or appointed to a position must not take up that position in breach of R8.4.8 but may take up the position after resigning from any earlier conflicting position.
- 8.4.10. To assist Congress in performing its functions, Congress may coopt any person, whether a member or not, to be a Congress member for such period, not exceeding 2 years, as Congress may determine.
- 8.4.11. At the expiration of any period or further period for which a Coopted Congress Member has been coopted, Congress may coopt the same person for such further period, not exceeding 2 years, as Congress may determine.
- 8.4.12. During any period or further period for which a Coopted Congress Member has been coopted, Congress may shorten the period without being obliged to provide any reasons.

8.5. Term of Office

The terms of office for Congress members are:

- (a) Congressional Representatives, Directors and Elected National Office Bearers - the shorter of 2 years from the next 1 January after their election or until the position becomes vacant under R8.6.
- (b) Chief Executive Officer – such period as the person is employed as Chief Executive Officer by the Society.

8.6. Grounds for a Congress Position Becoming Vacant

8.6.1. The position of a Congress member becomes vacant if the Congress member:

- (a) dies, or
- (b) suffers from mental or physical incapacity, or
- (c) where membership is a requirement for the office, ceases to be a member, or
- (d) is disqualified from office under either Subsection 63(1) or Subsection 63(2) of the Act, or
- (e) fails to attend 3 consecutive Congress meetings without leave granted by Congress, or
- (f) in the case of a National Office Bearer:
 - (i) after 30 days' notice of a proposed resolution of removal has been given to the National Office Bearer, is voted out of the position by Congress on an affirmative vote by a 2/3 majority, or
 - (ii) resigns in writing to the President or Chief Executive Officer, or
 - (iii) ceases to be a member of Management Committee, or
- (g) in the case of a Congressional Representative:
 - (i) after 30 days' notice of a proposed resolution of removal has been given to the Congressional Representative, is voted out of the position by the Branch Executive Committee of the appointing Branch on an affirmative vote by a 2/3 majority, or
 - (ii) ceases to be a Branch member of the appointing Branch, or
 - (ii) resigns in writing to the Branch Chairman or the Branch Honorary Secretary, or
- (h) in the case of a Director of a Board:

- (i) is voted out of the position of Director by Congress on an affirmative vote by a 2/3 majority, or
- (ii) resigns in writing to the President or the Chief Executive Officer, or
- (iii) completes the term of the appointment as Director, or
- (iv) ceases to be a member of Management Committee, or
- (i) in the case of the Chief Executive Officer:
 - (i) ceases to be employed as such by the Society, or
- (j) in the case of a Coopted Congress Member:
 - (i) resigns in writing to the President or the Chief Executive Officer, or
 - (ii) completes the period or further period for which the Coopted Congress Member was most recently coopted, or, if applicable, the shortened period.

8.7. Casual Vacancies

- 8.7.1. If the position of an Elected National Office Bearer or a Director becomes vacant, Congress must appoint a replacement.
- 8.7.2. If the position of a Congressional Representative becomes vacant, the appointing Branch must appoint a replacement.
- 8.7.3. Any person appointed pursuant to R8.7 holds the position until the end of the current term of that position.
- 8.7.4. R8.4.3(d)(ii) does not apply to the appointment of a Vice-President under R8.7.1.
- 8.7.5. R8.4.3(e)(i) does not apply to the appointment of a National Treasurer under R8.7.1.

8.8. Quorum

- 8.8.1. The quorum for a Congress meeting is present only if the number of Congress members, excluding Coopted Congress Members, present is 1 more than the nearest integer greater than 50% of the number of Congress members, excluding Coopted Congress Members, at the date of the meeting.
- 8.8.2. No item of business may be dealt with at a Congress meeting unless a quorum is present during the time the meeting is considering the item.
- 8.8.3. If a quorum is not present within half an hour after the time set for the start of the meeting, the meeting must be adjourned for 2 hours and if a quorum is not present within half an hour after the adjourned time, the meeting lapses.
- 8.8.4. For the purposes of R8, "present" means present in person or by suitable means of simultaneous communication.

8.9. Congress Meetings

- 8.9.1. Congress must meet at least once in each calendar year at a place and time decided by Congress.
- 8.9.2. Additional meetings of Congress:
 - (a) may be convened by the President at any time, and
 - (b) must be convened by the President if requested by:
 - (i) Congress, or
 - (ii) Management Committee, or
 - (iii) at least 3 Branch Executive Committees, or
 - (iv) all the Congressional Representatives appointed by at least 3 Branches, or
 - (v) a majority of Congress members.
- 8.9.3. Written notice of every Congress meeting must be sent to each Congress member at least 30 days before the date of the meeting.
- 8.9.4. At meetings of Congress:

- (a) the President or, if the President is absent, a Vice-President elected by the Congress members present, must chair the meeting, or
- (b) if the President and the Vice-Presidents are absent, the Congress members present must elect one of their number to chair the meeting.

8.10. Voting by Congress

8.10.1. On all questions;

- (a) except for any Coopted Congress Members, each Congress member, irrespective of the number of positions the Congress member holds, has 1 vote; and
- (b) any Coopted Congress Member has no vote.

8.10.2. Unless the Rules or National Regulations require otherwise, voting on Congress business must be by simple majority and, if the votes are equal, the motion lapses.

8.11. Right to Participate in Meetings

8.11.1. The National Officer Bearers and the Chief Executive Officer are each entitled to:

- (a) receive notice of, and
- (b) attend, and
- (c) speak at

every Society meeting.

8.11.2. The National Office Bearers and the Chief Executive Officer may each appoint any member as nominee to exercise all or any of the entitlements under R8.11.1.

8.11.3. The National Office Bearers and the Chief Executive Officer are not entitled to vote at a Society meeting under R8.11, but are not precluded from voting if otherwise entitled.

8.11.4. To give effect to R8.11,

- (a) any person calling a Society meeting must notify the Chief Executive Officer at the same time and in the same manner as other prospective attendees, and
- (b) the Chief Executive Officer is responsible for notifying the National Office Bearers.

9. Delegation of Functions - Congress

9.1. Committees:

9.1.1. Congress may establish committees

for any purpose consistent with the Objects, Rules or National Regulations which consist of members or members and non-members that Congress invites to participate.

9.1.2. Congress may delegate to each such committee such functions as may reasonably be required for the purpose for which it is established.

9.2 Congress may revoke or change any delegation of functions under R9.1.

9.3. Each committee acting under any delegated function from Congress must conform to the Rules, National Regulations and any other requirements of Congress.

9.4. Committees acting under any delegated function from Congress must report to Congress directly or through a Director nominated by Congress.

9.5. Congress may remove or replace any member of any committee acting under any delegated function from Congress at any time without having to provide reasons.

9.6. Congress may dissolve any committee acting under any delegated function from Congress on an affirmative vote by a 2/3 majority at any time without having to provide reasons.

10. Management Committee

10.1. Functions

Subject to the Act, the Regulations, the Objects, the Rules and the National Regulations, Management Committee:

(a) controls and manages the Society, and

(b) may exercise all functions that can be exercised by the Society, except those required to be exercised by Congress or the Society in general meeting, and

(c) is the committee of the Society required under the Act.

10.2. Constitution

10.2.1. Management Committee consists of the National Office Bearers, the Chief Executive Officer and the National Congressional Representatives.

10.3. Chief Executive Officer

10.3.1. Management Committee must appoint the Chief Executive Officer.

10.3.2. The Chief Executive Officer is responsible to Congress and Management Committee, through the President, for the day-to-day management of the Society.

10.3.3. The terms and conditions of the appointment of the Chief Executive Officer must be determined by Management Committee, in accordance with any policy requirements set by Congress.

10.4. Election or Appointment of National Congressional Representatives to Management Committee

10.4.1. Congress must elect, as a National Congressional Representative, one of the Congressional Representatives from each Branch with membership that includes a number of members entitled to vote at general meetings of the Society greater than 25% of the total number of members entitled to vote at general meetings of the Society, calculated at the end of the month preceding the election.

10.4.2. In the absence of manifest error, a report extracted from the Society's register of members stating, for each Branch, the number of Branch members entitled to vote at general meetings of the Society and the total number of members entitled to vote at general meetings of the Society at the end of the month preceding the election and certified by the Chief Executive Officer is final and binding for the purposes of R10.4.1.

10.4.3. Congress must elect, from the Congressional Representatives not elected as National Congressional Representatives under R10.4.1, such number of National Congressional Representatives as make of a total of 4 National Congressional Representatives elected under R10.4.1 and R10.4.3.

- 10.4.4. For the purposes of R10.4.1 and R10.4.3, Congressional Representative includes a person elected as such but who has not, at the time of election as National Congressional Representative, taken up the position as Congressional Representative.
- 10.4.5. The National Congressional Representatives take up their positions from the next 1 January after their election.
- 10.4.6. Congress must not elect or appoint any Congressional Representative as National Congressional Representative if such election or appointment would result in that National Congressional Representative being elected or appointed for consecutive or overlapping terms, or a combination of both, totalling more than 6 years as National Congressional Representative.
- 10.4.7. No person may hold concurrently more than 2 Management Committee positions and, where two are held, one of those must be as an Ex Officio National Office Bearer.
- 10.4.8. A member elected or appointed to a position must not take up that position in breach of R10.4.7, but may take up the position after resigning from any earlier conflicting position.
- 10.5. Term of Office
- The terms of office for Management Committee members are:
- (a) National Office Bearers and Chief Executive Officer – such period as the person is a Congress member; and
 - (b) National Congressional Representatives – the shorter of 2 years from the next 1 January after their election or until the position becomes vacant under R10.6.
- 10.6. Grounds for a Management Committee Position Becoming Vacant.
- 10.6.1. The position of a Management Committee member becomes vacant if the Management Committee member:
- (a) dies, or
 - (b) suffers from mental or physical incapacity, or
 - (c) where membership is a requirement of office, ceases to be a member, or
 - (d) is disqualified from office under either Subsection 63(1) or Subsection 63(2) of the Act, or
 - (e) fails to attend 3 consecutive Management Committee meetings without leave granted from Management Committee, or
 - (f) resigns in writing to the President or the Chief Executive Officer, or
 - (g) ceases to be a Congress member in the position that entitled that Congressional Representative to be, or to be elected or appointed as, a Management Committee member, or
 - (h) in the case of a National Congressional Representative, after 30 days' notice of a proposed resolution of removal has been given to the National Congressional Representative, is voted out of the position by Congress on an affirmative vote by a 2/3 majority.
- 10.7. Casual Vacancies
- 10.7.1. if the position of National Congressional Representative becomes vacant, Congress must appoint a replacement.
- 10.7.2. any person appointed pursuant to R10.7 holds the position until the end of the current term of that position.

10.8. Quorum

- 10.8.1. The quorum for a Management Committee meeting is present only if the number of Management Committee members present is 1 more than the nearest integer greater than 50% of the number of Management Committee members at the date of the meeting.
- 10.8.2. No item of business may be dealt with at a Management Committee meeting unless a quorum is present during the time the meeting is considering the item.
- 10.8.3. If a quorum is not present within half an hour after the time set for the start of the meeting, the meeting must be adjourned for 2 hours and, if a quorum is not present, within half an hour after the adjourned time the meeting lapses.
- 10.8.4. For the purposes of R10, "present" means present in person or by suitable means of simultaneous communication.

10.9. Management Committee Meetings

- 10.9.1. Management Committee must meet at least once in each calendar year at a place and time decided by Management Committee.
- 10.9.2. Additional meetings of Management Committee:
 - (a) may be convened by the President at any time, and
 - (b) must be convened by the President if requested by:
 - (i) Management Committee, or
 - (ii) A majority of Management Committee members.
- 10.9.3. Written notice of every Management Committee meeting must be sent to each Management Committee member at least 30 days before the date of the meeting.
- 10.9.4. At meetings of Management Committee:
 - (a) the President, or if the President is absent a Vice-President elected by the Management Committee members present, must chair the meeting, or
 - (b) if the President and the Vice-Presidents are absent, the Management Committee members present must elect one of their number to chair the meeting.

10.10 Voting by Management Committee

- 10.10.1. On all questions, each Management Committee member, irrespective of the number of positions the Management Committee member holds, has 1 vote.
- 10.10.2. Unless the Rules or National Regulations require otherwise, voting on Management Committee business must be by simple majority and if the votes are equal, the motion lapses.

11. Delegation of Functions - Management Committee

11.1. Committees, Boards and Special Interest Groups

- 11.1.1. Management Committee may establish:
 - (a) committees, or
 - (b) Boards, or
 - (c) Special Interest Groups

For any purpose consistent with the Objects, Rules or National Regulations, which consist of members or members and non-members that Management Committee invites to participate.

- 11.1.2. Management Committee may delegate to each such committee, Board or National Special Interest Group such functions as may reasonably be required for the purpose for which it was established.

11.2. Management Committee may revoke or change any delegation of functions under R11.1.

- 11.3. Each committee, Board or National Special Interest Group, acting under any delegated function from Management Committee, must conform to the Rules, National Regulations and any other requirement of Management Committee.
- 11.4. Committees, Boards and National Special Interest Groups, acting under any delegated function from Management Committee, must report to the Management Committee directly or through a Vice-President nominated by Management Committee.
- 11.5. Management Committee may dissolve any committee, Board or National Special Interest Group, acting under any delegated function from Management Committee, on an affirmative vote by a 2/3 majority at any time without having to provide reasons.

12. Branches and Overseas Group

- 12.1. The Branches are as set out in the National Regulations.
- 12.2. Management Committee may establish a branch in any place if it decides that the Objects cannot be adequately achieved in that place by an existing Branch.
- 12.3. Each Branch must be controlled and managed by a Branch Executive Committee constituted as set out in the National Regulations.
- 12.4. Overseas Group is controlled and managed by Management Committee.
- 12.5. Management Committee may delegate the whole or any part of the control and management of Overseas Group to a Branch and may revoke or change any such delegation.
- 12.6. Management Committee must dissolve a Branch if the members of that Branch pass a special resolution requesting the dissolution of the Branch.
- 12.7. On dissolution of a Branch, all funds and property formerly under the control of the Branch Executive Committee of that Branch comes under the control of Management Committee.
- 12.8. Each member, other than a member of Overseas Group, must be a member of a Branch.
- 12.9. No member may be a member of:
 - (a) more than one Branch, or
 - (b) a Branch and Overseas Group.

13. General Meetings

- 13.1 Annual General Meetings
 - 13.1.1. Management Committee must convene annual general meetings of the Society under the Act.
 - 13.1.2. Subject to the Act, Management Committee may in convening an annual general meeting, decide the time, date and place or places for the holding of the meeting.
 - 13.1.3. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting must be:
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting;
 - (b) to receive the report of Management Committee on the activities of the Society during the last financial year;
 - (c) to receive and consider the statement of accounts and the reports required to be submitted to members under Subsection 73(1) of the Act.
 - 13.1.4. Unless R19 applies to the business or R13.2 is complied with, members may raise business only at an annual general meeting.
 - 13.1.5. A request from members for business to be raised at an annual general meeting:
 - (a) must state the nature of the business, and
 - (b) may be from 1 member if no resolution is required to be voted on at the meeting, and
 - (c) must be from at least 10 members if a resolution is required to be voted on at the meeting, and

- (d) must be lodged with the Chief Executive Officer by 1 August immediately preceding the annual general meeting or such later date as the Chief Executive Officer may decide.

13.2. Convening of General Meetings

- 13.2.1. Management Committee may convene a general meeting at any time.
- 13.2.2. Management Committee must convene a general meeting if requested by at least 150 members.
- 13.2.3. A request from members for a general meeting must:
 - (a) state the reason for the meeting, and
 - (b) be signed by the members making the request, and
 - (c) be lodged with the Chief Executive Officer, and may consist of several documents in the same form, each signed by one or more of the members making the request.
- 13.2.4. If Management Committee fails to convene a general meeting within 3 months after the date on which a request of members for a meeting is lodged with the Chief Executive Officer, any members who made the request may convene a general meeting to be held not later than 6 months after the lodgement date.

13.3. Notice

- 13.3.1. The Chief Executive Officer must ensure that notice of each general meeting is sent to each member at the member's address shown in the register of members:
 - (a) at least 21 days before the date fixed for the meeting, if the nature of the business proposed to be dealt with requires a special resolution of the Society
 - (b) at least 14 days before the date fixed for the meeting, if no special resolution is required.
- 13.3.2. The notice must specify the date, time, place or places of the meeting, the nature of the business proposed to be dealt with and if a special resolution is required the intention to propose the resolution as a special resolution.
- 13.3.3. Only the business specified in the notice convening a general meeting may be dealt with at the meeting.
- 13.3.4. If the Chief Executive Officer receives a request under R13.1.5, the Chief Executive Officer must:
 - (a) include the business in the notice convening the next annual general meeting, and
 - (b) notify members of the business by appropriate publication at least 1 month before the date of the annual general meeting.

13.4. Quorum

- 13.4.1. No item of business may be dealt with at a general meeting, unless a quorum of members entitled to vote is present during the time the meeting is considering the item.
- 13.4.2. 10 members entitled to vote and present in person constitute a quorum at a general meeting.
- 13.4.3. If a quorum is not present within half an hour after the time set for the start of the meeting, then:
 - (a) if the meeting was convened on the request of members, it lapses, or
 - (b) if the meeting was not convened on the request of members, it will be adjourned for 2 hours.
- 13.4.4. At an adjourned meeting, if a quorum is not present within half an hour after the time set for the start of the meeting, the members present constitute the quorum.

13.5. Chairing Member

- 13.5.1. The President, or if the President is absent, a Vice-President elected by the meeting, must chair a general meeting of the Society.

- 13.5.2. If the President and the Vice-Presidents are absent from a general meeting, the members present must elect one of their number to chair the meeting.
- 13.6. Adjournment
- 13.6.1. The person chairing a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 13.6.2. If a general meeting is adjourned for 14 days or more, the Chief Executive Officer must give written or oral notice of the adjourned meeting to each member of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 13.6.3. Except as provided in R13.6.1 and R13.6.2 notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
- 13.7. Voting at General Meetings
- 13.7.1.
- (a) Voting at a general meeting of the Society must be determined on a show of hands, unless before or on the declaration of the show of hands a poll is demanded.
- (b) A declaration by the person chairing that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Society is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 13.7.2. At a general meeting of the Society, a poll may be demanded by the person chairing or by not less than 3 members present in person or by proxy at the meeting.
- 13.7.3. Where the poll is demanded at a general meeting, the poll must be taken-
- (a) immediately in the case of a poll which relates to the election of the person to chair the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the person chairing directs, and the resolution of the poll on the matter is deemed to be the resolution of the meeting on that question.
- 13.7.4. Subject to R13.7.6 and NR2.13.4, on any question arising at a general meeting of the Society, a member has 1 vote.
- 13.7.5. Voting must be in person or by proxy.
- 13.7.6. In the case of an equality of votes on a question at a general meeting, the person chairing is entitled to exercise a second or casting vote.
- 13.7.7. A member, or that member's proxy, may not vote at any general meeting of the Society unless all money payable by that member and the proxy to the Society has been paid.
- 13.8. Appointment of Proxies
- 13.8.1. Any member entitled to vote may appoint another member entitled to vote as proxy by notice given to the Chief Executive Officer no later than 72 hours before the time of the meeting in respect of which the proxy is appointed.
- 13.8.2. The notice appointing the proxy must be in the form most recently approved by Management Committee.
- 13.9. Functions
- 13.9.1. Subject to the Act, the Regulations, the Objects, the Rules and the National Regulations, the members at a general meeting may by special resolution determine directions and policies for the Society.

- 13.9.2. If a determination by the members under R13.9.1 is inconsistent with a determination by Congress under R8.1(a), then that determination by the members takes priority to the extent of the inconsistency.

14. Funds and Property

14.1. Source

- 14.1.1. The funds of the Society are derived from fees, donations and such other sources as Management Committee decides.
- 14.1.2. All funds received by the Society must be deposited as soon as practicable and without deduction to the credit of the Society's bank accounts.
- 14.1.3. All property of the Society must be held in the name of the Society unless Management Committee decides otherwise.

14.2. Management

- 14.2.1. The funds and property of the Society may be used only for the Objects and as permitted by the Rules and the National Regulations.
- 14.2.2. All the funds and property of the Society are under the control of Management Committee unless Management Committee delegates any control.
- 14.2.3. Unless R14.2.5 applies, all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments drawn on any account under the control of Management Committee must be signed by 2 signatories, being:
- (a) any 2 of: the President, the Vice-Presidents and the National Treasurer, or
 - (b) any 1 of: the President, the Vice-Presidents and the National Treasurer, plus any 1 of: the Chief Executive Officer and a member authorised by Management Committee.
- 14.2.4. Unless R14.2.5 applies, all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments drawn on any account under the control of a Branch must be signed by 2 signatories, being:
- (a) any 2 of: the Branch Chairman, the Branch Honorary Treasurer, the Branch Honorary Secretary, or
 - (b) any 1 of: the Branch Chairman, the Branch Honorary Treasurer, the Branch Honorary Secretary, plus any 1 person authorised by the Branch Executive Committee.
- 14.2.5. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments drawn on any other account must be signed by at least 2 signatories as required by Management Committee.

14.3. Auditor

- 14.3.1. Management Committee must appoint an auditor in accordance with the Act to audit the Society's accounts.
- 14.3.2. The auditor must be given access to all accounting and other records of the Society, including the accounting and other records of each Board, committee, National Special Interest Group, Branch, chapter, sub-committee and Branch special interest group.

15. Common Seal

15.1. The common seal of the Society must be kept in the custody of the Chief Executive Officer.

15.2. The common seal may only be used to seal a document:

- (a) with the authority of Management Committee, and
- (b) if the affixing of the seal is witnessed by 2 National Office Bearers, and
- (c) if the document to which the seal is affixed is countersigned by the Chief Executive Officer, the Public Officer or a person appointed for the purpose by Management Committee.

16. Custody of Records

16.1. Subject to the Act, the Regulations, the Rules and the National Regulations, Management Committee is responsible for the custody of all the records of the Society.

16.2. Management Committee may:

- (a) have access to and take possession of the records of the Society at any time without notice, and
- (b) authorise persons to carry out the functions in R16.2(a) on its behalf.

17. Inspection of Records

17.1. If requested, Management Committee must make the following records of the Society available for inspection by a member:

- (a) the part of the register of members which relates to that member, and
- (b) any records which are properly public knowledge, and
- (c) any records required to be disclosed by law.

17.2. The times, places and conditions of inspection are at the discretion of Management Committee.

18. Alteration of National Regulations

18.1. Management Committee may alter the National Regulations if desirable for the Objects or under the Rules.

18.2. National Regulations may be altered by Management Committee by an affirmative vote by a 2/3 majority, and if they are consistent with the Act, the Regulations and the Rules.

18.3. Written notice of any alteration to the National Regulations must be sent to each Management Committee member at least 4 weeks before the date of the meeting at which the proposed alteration is to be dealt with.

18.4. Written notice of any resolution of Management Committee to alter the National Regulations must be sent to each member.

18.5. Any alteration to the National Regulations becomes effective 8 weeks after the sending of the written notices under R18.4, unless Management Committee is required by R18.6.1 to consider objections.

18.6. Objections

18.6.1. If, within 8 weeks from the sending of written notices under R18.4, the Chief Executive Officer receives written objections to the proposed alteration from at least 50 members, Management Committee must at its next meeting consider those objections.

18.6.2. If Management Committee resolves to accept the objections then the proposed alteration does not become effective.

18.6.3. If Management Committee resolves to reject the objections then the proposed alteration takes effect immediately.

19. Alteration of Objects and Rules

- 19.1. The members in general meeting may alter the Objects or the Rules under the Act.
- 19.2. Before the provisions of the Act are invoked, the procedure set out in R19 must be carried out.
- 19.3. Written notice of any proposed alteration to the Objects or the Rules must be sent by Management Committee to each member at least 3 months before any notice calling a general meeting to deal with the proposed alteration is sent to members.
- 19.4. Form of Notice
 - 19.4.1. The written notice under R19.3 must include:
 - (a) the wording of the resolution to effect the proposed alteration, and
 - (b) a copy of the object or rule proposed to be changed showing on it each alteration proposed, and
 - (c) a memorandum, prepared by the proponents of the proposed alteration, setting out the case in favour of the proposed alteration, and
 - (d) a memorandum, prepared by opponents of the proposed alteration, setting out the case against the proposed alteration.
 - 19.4.2. A memorandum under R19.4.1(c) or R19.4.1(d) must not exceed 750 words unless Management Committee consents.
- 19.5. Proposal by Members
 - 19.5.1. If members wish to propose an alteration to the Objects or the Rules, then they must send to the Chief Executive Officer, at least 5 months before any notice calling a general meeting to deal with the proposed alteration is sent to members, a request incorporating the following:
 - (a) the wording of the resolution to effect the proposed alteration, and
 - (b) a memorandum setting out the case in favour of the proposed alteration, and
 - (c) a list of the members supporting the proposed alteration, the number of whom must exceed 50 members.
 - 19.5.2. A memorandum under R19.5.1(b) must not exceed 750 words unless Management Committee consents.
- 19.6. As soon as practicable after receipt of the request under R19.5, Management Committee must send the written notice required under R19.3.
- 19.7. As soon as practicable after expiration of the time limited under R19.3, Management Committee must convene a general meeting to deal with the proposed alteration.