# Rules & Regulations

**THE STATISTICAL SOCIETY OF AUSTRALIA**

**Canberra Branch Incorporated**

**(Registered No. A1881)**

**RULES**

**LODGED WITH THE REGISTRAR OF**

**INCORPORATED ASSOCIATIONS**

**ON 3 JUNE 2013**

**1. NAME**

The name of the Association shall be “The Statistical Society of Australia, Canberra Branch Incorporated”

**2. DEFINITIONS**

In these rules –

(a)  “The Act” means the Association Incorporation Act 1991.

(b)  “The Model Rules” means the model rules referred to in the Act.

(c)  “The ACT Registrar’s Office” refers to the Office of the Registrar of Incorporated Associations with the Australian Capital Territory Government.

(d)   “The Association” means “The Statistical Society of Australia, Canberra Branch Incorporated”.

(e)   “The Council” means the members of the Association elected to manage the affairs of the Association.

**3. OBJECTS**

The object of the Association shall be to further the study and application of statistical theory and methods in all branches of learning and enterprise.

**4. MEMBERSHIP**

(1)      **Types**

(a)   Any person who is a member of the ‘Statistical Society of Australia Inc’ and supports the objects of the Association and agrees to be bound by its rules and regulations, may apply for membership of the Association.

(b)  The Association shall have five (5) types of membership;

* Full Members
* Student Members – a person who is currently enrolled as a full-time student at a tertiary educational institution recognised by the Council
* Transitional Members – available to those people who have been Student Members for the first year after ceasing to be eligible for Student Membership
* Retired Members – a person who has retired from the labour force
* Honorary Members – Members who have been awarded Honorary Life Membership of the ‘Statistical Society of Australia Inc’

(c)   Application for membership shall be made in a form as prescribed by the Council from time to time. Upon acceptance of the application by the Council and upon payment of the first annual subscription, the applicant shall be a member of the Association.

**(2)   Register of Members**

The Council shall maintain a register of all members of the Association and shall make this register available for inspection by the members.

**5. SUBSCRIPTIONS**

(1)    The subscription fees for membership shall be such sum (if any) as the Council shall determine from time to time.

(2)    The subscription fees shall be payable annually from the date of initial payment.

(3)    Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Association, provided always that the Council may reinstate such a person’s membership on such terms as it thinks fit.

**6. MEMBERS’ LIABILITY**

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, of that member’s unpaid subscriptions.

**7. DISCIPLINING OF MEMBERS**

The Council shall have the power to discipline members as prescribed in the Model Rules.

**8. OFFICERS AND METHOD OF ELECTION**

(1)  The Council of the Association shall consist of the President, the Vice President, the Treasurer and the Secretary, and at least five, but no more than seven, other members of the Association as Councillors, the exact number to be determined at the Annual General Meeting.

(2)  The President shall hold office for a two year term from the end of the Annual General Meeting at which he or she assumes the office until the end of the Annual General Meeting two years later.

(3)  A President-elect shall be chosen by ballot at the Annual General Meeting falling in the middle of the term of the current President. The President-Elect shall occupy one of the Council positions, other than President, listed in (1), and shall assume the office of President at the end of the next Annual General Meeting.

(4)   The officers and members of the Council, other than President, shall be chosen by a ballot of Members, which shall be conducted at the Annual General Meeting. The ballot shall be conducted by a returning officer appointed by the outgoing Council.

(5)  Nominations for members of the Council shall be received by the Secretary on or before a date to be determined annually by the Council.  Such nominations shall be made in writing, signed by two members of the Association, and accompanied by the written consent of the candidate.

(6)  Members shall not serve on Council for more than four consecutive years, excluding years spent in the offices of President, Vice President, Treasurer or Secretary.

(7)  In the event of a vacancy arising in the office of President, due to any of the circumstances described in the Model Rules, the Council shall, as soon as possible, select a new President. If the office of President becomes vacant during the first year of a two-year term, the Council shall elect an interim President from amongst the members of Council, to hold office until the next Annual General Meeting, at which a new President shall be chosen by a ballot of Members. In that ballot, the interim President shall be eligible for election as President for a further full two-year term. If the office of President becomes vacant during the second year of a two-year term, the President-Elect shall assume the office of President immediately, and may hold office until the close of the next Annual General Meeting and for a further full two-year term.

(8)   In the event of a vacancy in any of the offices of Vice-President, Treasurer or Secretary, the Council shall, as soon as possible, elect a person from amongst the members of Council to hold office until the next Annual General Meeting, at which the office will be filled by a ballot of Members. In that ballot, any interim officers elected to fill a vacancy shall be eligible for election for a further term in office.

(9)  In the event of the resignation or removal of the President-Elect from Council, any office that the President-Elect holds shall be filled as described in (8), and at the next Annual General Meeting a new President shall be chosen by a ballot of Members.

(10)  In the event of any vacancy in the Council, the Council shall have power to co-opt a member until the next Annual General Meeting, such a person having all the powers of an elected member of the Council.

(11) The Council shall, within one month of taking office, appoint a member of the Association who is at least 18 years of age and who is resident in the Australian Capital Territory, to be Public Officer of the Association.  The member so appointed may hold another office on the Council.  Whenever the Council appoints a new Public Officer, or when an existing Public Officer changes name or residential address, that Public Officer shall notify the ACT Registrar’s Office within one month of any change.  Should a vacancy arise in the office of Public Officer, the Council shall appoint a new Public Officer within fourteen days.

(12) The Council shall, within one month of taking office, appoint one of its members to be the Membership Officer. The membership Officer shall be responsible for maintaining the register of members and liaising with the ‘Statistical Society of Australia Inc.’ on membership matters

(13) At the Annual General Meeting, the members shall elect an Auditor who shall not be the Public Officer or a member of the Council.  Such an Auditor shall hold office until the next Annual General Meeting and shall be eligible for re-election.  In the event of a vacancy in the office of Auditor, the Council shall appoint a new Auditor as soon as possible to hold office until the next Annual General Meeting.

**9. COMMITTEES**

(1)  The Executive Committee of the Association shall consist of the President, the Vice President, the Treasurer and the Secretary.  The Secretary shall notify the ACT Registrar’s Office within one month of any change in the holders of these offices or of any change in their names and/or residential addresses.

(2)   The Council of the Association may appoint Committees of members with such terms of reference as it thinks fit.  All such Committees shall report their proceedings to the Council.  The Council of the Association may also appoint members to form joint committees with other societies.

**10. POWERS AND DUTIES**

(1)  The Executive Committee of the Association shall be the committee referred to in the Act and shall control and manage the affairs of the Association and shall exercise all functions of the Association, with the exception of any functions which are required by these rules to be exercised by the Council or by an Ordinary, Special or Annual General Meeting.

(2)  The Council of the Association shall have power to do all things necessary to promote the objects of the Association.  In particular, the powers of the Council shall include –

(a)  The control over the papers and funds of the Association, the publication of papers, and the expenditure of funds for the purposes of the Association.

(b)  The retention for the Association of copyright in all communications to be printed in the publications of the Association, unless the Council allows the copyright to be reserved by the contributor.

(3)  When present, the President shall preside at all meetings of the Association, Council and Committees.  In the case of an equality of votes at such meetings, the President shall have a second or casting vote.

(4)  In the absence of the President, the Vice President shall act with all the powers of the President.  In the absence also of the Vice President, the meeting may elect a Councillor to preside, and such Councillor shall act with all the powers of the President.

(5)   The Treasurer shall –

(a)  Receive all moneys due to the Association and deposit them as soon as practicable and without deduction, in a financial institution or institutions approved by the Council.

(b)  Under the direction of the Council, pay all moneys owing by the Association.  Every payment shall be made by cheque signed by any two of the Treasurer, President, Vice President or Secretary.

(c)  Invest the moneys of the Association not required to meet current expenditure in such manner as the Council shall from time to time direct.

(d)  Keep correct accounts and books showing the financial affairs of the Association, with full details of all receipts and expenditure connected with the activities of the Association.

(e)  Prepare a statement of the accounts of the Association at the end of each financial year of the Association (31 December of each year).

(6)  The Secretary shall, under the direction of the Council, conduct the correspondence of the Association, keep a record of the proceedings at all meetings of the Association and Council, issue and receive all requisite notices, and edit the publications of the Association.  Minutes of proceedings taken by the Secretary at an Ordinary or Annual General Meeting of the Association, shall be subject to ratification at the next meeting of the same type.  Minutes of a Special General Meeting shall be ratified at the next Special or Annual General Meeting.

(7)  The Auditor shall audit the Treasurer’s books and statement of accounts, but may not assist in the preparation of those accounts.  The Auditor shall prepare a report on the Treasurer’s statement of accounts at least fourteen days before the Annual General Meeting.  The Treasurer’s audited statement of accounts and the Auditor’s report shall be presented to the Annual General Meeting and shall also be included in an annual return to be sent to the ACT Registrar’s Office within six months of the end of each financial year.

**11. MEETINGS**

(1)  Meetings of the Council, Executive Committee and other Committees shall be held as directed by the Council or by the committee concerned and shall be convened by the Secretary or by another member of the committee concerned, as designated by Council.  Oral or written notice of such meetings shall be given to each member of the committee concerned at least forty-eight hours (or such other period as may be unanimously agreed upon by the members of the committee concerned) before the time appointed for the meeting.

(2)  Ordinary General Meetings of the Association shall be held at such times as the Council shall direct and shall be convened by the Secretary.  Fourteen days notice of an Ordinary General Meeting shall be sent to members.  The business at such meetings may include the reading and discussion of papers, letters, and reports on subjects of interest to the Association.  Guests may be admitted to all Ordinary General Meetings.

(3)  The Annual General Meeting shall be held on such a day in the month of March of each year as the Council shall direct and shall be convened by the Secretary.  Fourteen days notice of an Annual General Meeting shall be sent to members or twenty-one days notice if the meeting is to discuss any special resolutions.  The business of this meeting shall be to receive and discuss a report from the Council, the Treasurer’s statement of accounts and the Auditor’s report; to elect members of Council; to discuss questions relating to the structure and management of the Association; and, at the discretion of the Council, to hear papers and reports on subjects of interest to the Association.  Guests may be admitted to all Annual General Meetings.

(4)  A Special General Meeting may be called at any time by order of the Council, and shall be so called within thirty days after the receipt by the Secretary of a written request by at least the greater of 10 members or ten percent of members specifying the resolutions to be moved.  At least twenty-one days notice of such a meeting shall be sent to members, and the resolutions to be moved shall be stated in the notice.  No other business shall be brought forward at such a meeting.

(5)  At meetings of the Executive Committee three shall constitute a quorum; at meetings of the Council, any four Councillors; at Ordinary and Special General Meetings, any ten members; at Annual General Meetings, any fifteen members.

(6)  At all Ordinary, Special and Annual General Meetings of the Association, each Member shall be entitled to cast a single vote, either in person or by assigning a proxy to another Member present at the meeting.  Such proxies shall be in writing, and must be received by the Secretary before commencement of the meeting. A maximum of five undirected proxies may be held by any Member at a meeting.

**12. AFFILIATIONS**

(1)  The Association shall conform to the provisions of the rules of the Statistical Society of Australia Incorporated, except where those provisions conflict with the provisions of these rules.  In particular, the Council shall appoint members of the Association as delegates to the Central Council of the Statistical Society of Australia Incorporated.

(2)  A member of the Association who is an Honorary Life Member of the Statistical Society of Australia Incorporated. shall not be required to pay an annual subscription to the Association, but shall have all the privileges of a Member of the Association.

**13. FUNDS**

(1)  The funds of the Association shall be derived from the subscriptions of members, donations and such other sources as the Council determines. Derivation of funds shall be subject to any resolution passed at an Ordinary, Special or Annual General Meeting and also subject to the provisions of the Act.

(2)  Subject to any resolution passed at an Ordinary, Special or Annual General Meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Council determines.

**14. ALTERATION AND INTERPRETATION OF THE RULES**

(1)  The Rules may be amended or altered only by special resolution at a Special General Meeting or at an Annual General Meeting.  Each member of the Association shall be notified of the proposed amendments or alterations in writing, not less than twenty-one days before such a meeting.  To become effective, an amendment shall receive an affirmative vote of at least three-quarters of those entitled to vote and who are voting either in person or by proxy.  Any alterations to the rules shall be made in accordance with the Act.

(2)  Where the Model Rules make provision for any matter not covered in these rules, then these rules shall be taken to include the provision of the Model Rules in relation to that matter.

**15. COMMON SEAL**

The common seal of the association shall be kept in the custody of the Secretary.  It shall be affixed by authority of the Council, and any two of the President, Vice President, Secretary and Treasurer shall sign below the seal.

**16. CUSTODY AND INSPECTION OF BOOKS**

(1)  Subject to the provisions of the Act and these rules,

(a) the Secretary shall have custody or control of all records, books and other documents relating to the Association, other than the financial records and the membership register;

(b) the Treasurer shall have custody or control of all financial records relating to the Association;

(c) the Membership Officer shall have custody and control of the membership register.

(2)  The records, books and other documents of the association shall be open to inspection at a place in the Australian Capital Territory, free of charge, by a member of the Association at any reasonable hour.

**17. DISSOLUTION OF THE ASSOCIATION**

(1)  The Association may be dissolved by special resolution, at any Special or Annual General Meeting of the Association provided that notice of the proposed resolution has been sent to each member at least twelve weeks before the date of the meeting, and provided that at least three-quarters of the members of the Association voting in person or by proxy, vote in favour of such a dissolution.

(2)  If the Association should be wound up or dissolved, any assets remaining after satisfaction of all debts and liabilities shall be given or transferred to the Statistical Society of Australia Incorporated.  Should that society no longer exist, these remaining assets shall be given or transferred to some society or societies having objects similar or in part similar to the objects of the Association. Any such society shall have similar rules prohibiting the distribution of its assets to its members.  The decision on which society or societies shall receive these remaining assets shall be decided by a simple majority of the Council.

**18. Non-profit NATURE OF THE SOCIETY**

The assets and income of the association shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

**19. Amalgamation**

Where it furthers the objectives of the Association to amalgamate with any one or more other organisations having similar objectives, the other organisation(s) must have rules prohibiting the distribution of its (their) assets and income to members.