



Rules for SSA Qld Branch

As originally adopted with effect from 14th April 1981 and with revisions adopted 20 February 1996, 19 March 2001, and 4 March 2024.

NAME

1. The name of the Association shall be The Statistical Society of Australia: Queensland Branch.

DEFINITIONS

2. In these rules,

- a. 'The Act' means the Associations Incorporation Act 1981.
- b. 'Model Rules' means the model rules referred to in the Act.
- c. SSA means the Statistical Society of Australia, incorporated in the Australian Capital Territory.

OBJECT

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

MEMBERSHIP

4. Membership of the Branch shall be by virtue of membership of the SSA, where application for such membership specifies willingness to join the Branch. Applications for membership of the Branch shall be made online (at www.statsoc.org.au), as prescribed by the SSA. All members of the Branch shall be accepted by the Branch Council or by a Councillor appointed by the Branch for that purpose.

5.

- a. Membership of the Branch shall be in the same grades as that of the SSA. Namely, these include the grades of Full Membership, Retired Membership, Full-time Student Membership, Early Career Membership, Transitional Membership, and Perpetual Membership. Conditions for qualification of each grade shall follow the same regulation as that of the SSA.
- b. The number of members in each grade shall be unlimited.

6.

- a. A member may withdraw from the Branch by sending a resignation to the Secretary of the SSA.
- b. A member may leave the Branch by transferring membership to another Branch of the SSA.

SUBSCRIPTIONS

7. The Branch Council shall determine the annual subscription for members, as prescribed by the SSA. Changes of subscription rates shall be given to members no later than one month prior to payment.

8. Annual subscriptions shall be due in advance on 1st January of each year, or for new members, on the date on which they are accepted as a member. Any member who has not paid the annual subscription by 31st March in that year, shall cease to be a member of the Branch and shall not be re-eligible for membership until all arrears have been paid. However, the Branch Council shall have the power to cancel all or any part of such arrears.

9. A member who transfers membership from another Branch of the SSA after the beginning of the year and who has already paid an annual subscription to the SSA or to the Branch of which they were previously a member in respect of that year, shall not be required to pay any further subscription until the following year.

OFFICERS AND METHOD OF ELECTION

10. The Branch Council shall consist of the President, the Treasurer, the Secretary, and at least three other members of the Branch.

11.

- a. The President, Treasurer, Secretary and the non-office-holding members of the Branch Council shall be chosen by ballot at the Annual General Meeting. The ballot shall be conducted by the Past President. If the Past President is unavailable, then a Returning Officer appointed by the outgoing Branch Council shall conduct the ballot. The Past President or the Returning Officer, as appropriate, shall report the result of the ballot to the President. The elected Branch Council shall hold office from the close of the Annual General meeting at which they are elected to the close of the next succeeding Annual General Meeting.
- b. Nominations for President and members of the Branch Council shall be received in by the Secretary on or before the date of the Annual General Meeting. Such nominations shall be endorsed by at least two members and shall be accompanied by the candidate's statement of willingness to stand. Nomination statements and endorsements may be electronically delivered to the Secretary.

12.

No member shall hold the office of President for more than two years in succession.

13. At the Annual General Meeting, the members of the Branch shall elect an Auditor who shall not be a member of the Branch Council. Such Auditor shall hold office until the next Annual General Meeting and shall be eligible for re-election. The Auditor need not be a member of the Branch.

14.

- a. In the event of a vacancy in any of the offices of the Branch, the Branch Council shall elect a new officer as soon as possible to hold office until the next Annual General Meeting.
- b. In the event of any vacancy in the Branch Council, the Branch Council shall have power to co-opt a member until the next Annual General Meeting, such person having all the powers of an elected member of the Branch Council.

COMMITTEES

15.

- a. The Executive Committee of the Branch shall consist of the President, the Treasurer and the Secretary.
- b. The Branch Council may appoint committees of members of the Branch with such terms of reference as it thinks fit. All such committees shall report their proceedings to the Branch Council.
- c. The Branch Council may also appoint members of the Branch to form joint committees with other organisations.

POWERS AND DUTIES

16. The Branch Council shall have power to do all things necessary to promote the activities of the Branch. The powers of the Branch Council shall include:

- a. the control of the papers and funds of the Branch and the expenditure of funds for the purposes of the Branch;
- b. the preparation and issue of publications of the Branch;
- c. the retention for the Branch of copyright in all communications to be printed in publications of the Branch, unless the Branch Council allows the copyright to be specially reserved by the contributor.

The Branch Council shall have the duty to facilitate the promotion of the activities of the Branch. This may include, but not be limited to, management of members, arrangement of regular speaker and discussion meetings, publicising events of the Branch using media which are reasonably available, and assisting the SSA in promoting its events.

17. The President shall preside at all meetings of the Branch, Branch Council, and committees at which they are present. In the case of an equality of votes at such meetings, the President shall have a second or casting vote.

18. In the absence of the President, the Secretary shall act with all the powers of the President. In the absence of both the President and the Past President, a member of the Branch Council elected by and from the members of the Branch present shall preside and shall act with all the powers of the President.

19. The Treasurer shall:

- a. receive all moneys due to the Branch and deposit them in a financial institution or institutions approved by the Branch Council;
- b. under the direction of the Branch Council, pay all moneys owing by the Branch;
- c. invest the moneys of the Branch not required to meet current expenditure in such manner as the Branch Council shall from time to time direct; and
- d. keep proper books of account of all receipts and payments, and prepare a summary of accounts for each year ended 31st December. This summary of accounts, together with the report of the Auditor thereon, shall be circulated to members of the Branch at or before the time of each Annual General Meeting.

20. Authority to sign cheques and make electronic fund transfers shall be as follows.

- a. The Branch's cheques and electronic fund transfers shall be signed or electronically approved by any two members of the Executive Committee.
- b. In relation to special events, such as a national conference, where accounts are created solely for the event, cheques or electronic fund transfers for such accounts may be signed jointly by a member of the Executive Committee and a member who has been appointed by Branch Council to perform the role of treasurer for the special event. Members of the Branch shall be advised of such arrangements at a Branch Meeting.

21. The Secretary shall, under the direction of the Branch Council,

- a. conduct the correspondence of the Branch,
- b. keep a record of the proceedings at all meetings of the Branch and Branch Council, in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of such records, Minutes of proceedings taken by the Secretary at an Ordinary or Annual General Meeting of the Branch 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.
- c. issue and receive all requisite notices, and edit the publications of the Branch.

22. The Auditor shall audit the Treasurer's accounts, and shall make a report thereon to the Branch.

23. The income and property of the Branch whencesoever derived shall be used and applied solely in promotion of its activities and in the exercise of its powers. No portion of it shall be paid or transferred directly or indirectly by way of dividend, bonus or profit to or among any of the members of the Branch. However, nothing in this rule shall prevent the good faith payment to any member of the Branch of out of pocket expenses which that member has incurred on Branch business authorised by the Executive Committee.

MEETINGS

24. Meetings of the Branch Council, Executive Committee and other committees shall be held as directed by the Branch Council or by the committee concerned and shall be convened by the Secretary or by another member of the committee concerned, as designated by Branch Council. 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.

25. Ordinary General Meetings of the Branch shall be held at such times as the Branch Council shall direct. The business at such meetings may include the reading and discussion of papers, letters, and reports on subjects of interest to the Branch. Guests may be admitted to all Ordinary General Meetings.

26. The Annual General Meeting shall be held on such a day in the month of March of each year as the Branch Council shall direct. 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 Branch Council on the activities of the Branch during the previous year ended 31st December and the summary of the Treasurer's accounts for the previous year ended 31st December, together with the Auditor's report thereon, to discuss questions relating to the structure and management of the Branch and of the SSA and, at the discretion of the Branch Council, to hear papers and reports on subjects of interest to the Branch. Guests may be admitted to all Annual General Meetings.

27. A Special General Meeting may at any time be called by order of the Branch Council, and shall be so called within thirty days after the receipt by the Secretary of a request by at least ten members specifying the resolutions to be moved. At least fourteen days notice of such a meeting shall be sent to members, and the resolution to be moved shall be stated in the notice. No other business shall be brought forward at such a meeting.

28. At meetings of the Branch Council, any four members shall constitute a quorum. At Ordinary, Special, and Annual General meetings of the Branch, any ten members shall constitute a quorum.

STATISTICAL SOCIETY OF AUSTRALIA

29. The Branch shall conform to the provisions of the Rules of the SSA, except where those provisions conflict with the provisions of these rules.

30. As the President and the Past President shall be delegates to the Central Council of the SSA, a delegate who is unable to attend a duly convened meeting of Central Council shall normally advise the Branch Council with at least fourteen days notice. If one of the delegates to Central Council is unable to attend a duly convened meeting of Central Council then the other delegate will also be proxy for the absent delegate. If neither delegate is able to attend a duly convened meeting of Central Council then the Branch Council will appoint proxies from the Branch.

31. A member of the Branch who is an Honorary or Paid Perpetual Member of the SSA shall not be required to pay an annual subscription, but shall have all privileges of membership in the Branch.

AMENDMENT OF RULES

32. The Rules may be amended only at a Special General Meeting or an Annual General Meeting. Notice of the proposed amendment shall be sent to each member of the Branch in writing prepaid through the post not less than fourteen days before the date of the meeting. No amendment shall become effective unless at least two-thirds of the members present and voting at the meeting vote in favour thereof.

33. 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.

NOTICES

34. Any notice, apart from notices of an Annual General Meeting or Special General Meeting, may be served upon and any communication may be sent to any member of the Branch by sending it by electronic mail or in another manner. Any notice or communication shall be deemed to have been served or delivered on the day following that on which it is posted or transmitted. The accidental omission to give notice of any meeting to, or the non-receipt of any notice by, any member shall not invalidate the proceedings of any meeting.

DISSOLUTION OF THE BRANCH

35. The Branch may be dissolved or merged with another branch by special resolution, at any Special or Annual General Meeting of the Branch 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.

36. If the Branch should be wound up or dissolved, any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to the SSA. Should the SSA no longer exist, these remaining assets shall be given or transferred to some society or societies having objectives similar or in part similar to the objectives of the Branch, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Branch by rule 25. The decision on which society or societies shall receive these remaining assets shall be decided by a simple majority of the Branch Council.

CODE OF CONDUCT

37. Members of the Branch are expected to abide by the Code of Conduct as defined by the SSA. Items 38 and 39 below are intended to summarise some of the general provisions that are covered.

38. The conduct of all members is expected to behave appropriately at all times. Members shall refrain from engaging in unacceptable behaviours, including, but not limited to sexual harassment, stalking, and harassment including verbal comments relating to gender, sexual orientation, disability, race, ethnicity, religion (or lack thereof), age, origin, gender identity or expression, or physical appearance.

39. When attending events or conferences run by the SSA, members are required to abide by the event or conference Code of Conduct in addition to the SSA's Code of Conduct. Any breaches of the relevant Code may be reported to and recorded by the SSA. To assist them in their selection of speakers and awardees (who may be members or non-members) that best represent the SSA's high standards of behaviour, the future Chairs of Awards Committees and Conference Organising and/or Scientific Program Committees will communicate the names of nominated speakers/awardees to the President and Executive Officer of the SSA. Chairs of these committees will be informed of the nature and seriousness of any records associated with nominated individuals.