



Statistical Society of Australia Inc.

**Western Australian Branch**

ABN 40 296 748 575

THE STATISTICAL SOCIETY OF AUSTRALIA  
WESTERN AUSTRALIAN BRANCH  
INCORPORATED

RULES

Proposed to be adopted at the Special General Meeting held on  
Tuesday, 9th July, 2013

Incorporated Association Registration Number A1001743L

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## 1 Name

The name of the incorporated association is The Statistical Society of Australia Western Australian Branch Incorporated, referred to herein as **the Branch**.

## 2 Definitions

**Central Council** means the Central Council of the Statistical Society of Australia Inc.

**Commissioner** means the Commissioner for Consumer Protection exercising powers under the Act.

**Council** means the committee of management of the Branch.

**Council member** means a person who has been elected to membership of the Council.

**Council position** refers to any one of the President, the Vice-President, the Treasurer, the Secretary, the Young Statisticians' Representative or a non-Office bearing member of Council.

**Executive Committee** means a group of Council members, typically the Office-bearers, that may be appointed by the Council to perform duties or exercise powers as delegated to them by the Council.

**general meeting** means a general meeting of members of the Branch convened in accordance with these Rules.

**in writing** refers to any form of written communication, including typed or handwritten documents and e-mails.

**incoming Council** refers to the Council as of the conclusion of the Annual General Meeting or Special General Meeting at which elections are held for one or more Council positions.

**member** means a member of the Branch.

**month** shall mean a calendar month.

**poll** means voting conducted in written form (as opposed to a show of hands).

**special resolution** means a special resolution defined in the Act.

**signed by** means a requirement that the person in question writes, draws or affixes with their own hand a version of their own name, initials, or any mark that identifies it as the act of the person with the intention of authenticating a document and its contents as being written by them or endorsed by them.

**the Act** means the Associations Incorporation Act 1987.

**the President** means

- (i) in relation to the proceedings at a Council meeting, the person presiding at the Council meeting in accordance with Rule 6.6.2; or
- (ii) in relation to the proceedings at a general meeting, the person presiding at the general meeting in accordance with Rule 8.4.4; or
- (iii) otherwise than in relation to the proceedings referred to in paragraphs (i) and (ii) above, the person referred to in Rule 6.2.1 or, if that person is unable to perform his or her functions, the Vice-President.

**the Secretary** means the Secretary referred to in Rule 6.2.1.

**the Treasurer** means the Treasurer referred to in Rule 6.2.1.

**the Vice-President** means the Vice-President referred to in Rule 6.2.1.

**the Young Statisticians' Representative** means the Young Statisticians' Representative referred to in Rule 6.2.5.

**Young Statistician** means that which is defined in clause 7.1.2 of The Statistical Society of Australia Inc. Regulations.

### 3 Objects or Purposes of the Branch

3.1 The object of the Branch shall be to

- 3.1.1 further the study and application of statistical theory and methods in all aspects of learning and enterprise;
- 3.1.2 to raise, receive, hold and invest funds to support financially the activities of the Association; and
- 3.1.3 to promote such other purposes as the Association by ordinary resolution in general meeting resolves.

3.2 The property and income of the Branch shall be applied solely towards the promotion of the objects of the Branch and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members except in good faith in the promotion of those objects.

### 4 Powers of the Branch

The Branch shall have all the powers conferred by section 13 of the Act, and in particular, may

- (i) acquire, hold, deal with and dispose of any real or personal property;
- (ii) open and operate bank accounts;

- (iii) invest its money in any security in which trust monies may be invested or in any other manner authorised by the Rules of the Branch;
- (iv) borrow money upon such terms and conditions as the Branch thinks fit;
- (v) give such security for the discharge of liabilities incurred by the Branch as the Branch thinks fit;
- (vi) appoint agents to transact any business of the Branch on its behalf; and
- (vii) enter into any other contract it considers necessary or desirable.

## 5 Membership

### 5.1 Types

5.1.1 Any person who is a member of the Statistical Society of Australia Inc. and supports the objects or purposes of the Branch and agrees to be bound by its Rules and Regulations, may apply for membership of the Branch. (See Rule 5.1.3.)

5.1.2 The Branch shall have five (5) types of membership:

- (i) Full Member.
- (ii) Student Member: a person who is currently enrolled as a full-time student at a tertiary educational institution recognised by the Council.
- (iii) Transitional Member: available to a person who has been a Student Member for the first year after ceasing to be eligible for Student Membership.
- (iv) Retired Member: a person who has retired from the labour force.
- (v) Honorary Member: a members who has been awarded Honorary Life Membership of the Statistical Society of Australia Inc.

- 5.1.3 In accordance with Rule 10 of The Statistical Society of Australia Inc. Rules, application for membership shall be made in a form as prescribed by the Central Council from time to time. Upon acceptance of the application by the Central Council and upon payment of the first annual subscription, the applicant shall be a member of the Branch.
- 5.1.4 A member of the Branch shall cease to be a member of the Branch if (s)he ceases to be a member of the Statistical Society of Australia Inc.

## 5.2 Subscriptions

- 5.2.1 The subscription fees for membership shall be such sum (if any) as the Central Council shall determine from time to time.
- 5.2.2 The subscription fees shall be payable annually to the Central Council from the date of initial payment or such other date as the Central Council from time to time determines.
- 5.2.3 A member of the Branch who is an Honorary Life Member of the Statistical Society of Australia Inc. shall not be required to pay an annual subscription to the Branch but shall have all privileges of membership in the Branch.
- 5.2.4 Any member whose subscription is outstanding for more than three (3) months after the due date for payment shall cease to be a member of the Branch, provided always that the Council may reinstate such a person's membership on such terms as it thinks fit.

## 5.3 Resignations

- 5.3.1 A member may resign from membership of the Branch by giving written notice to the Secretary or President of the Branch. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the Branch.

## 5.4 Suspension or expulsion of a member

- 5.4.1 Subject to giving a member an opportunity to be heard or to make a written submission, the Council may resolve to suspend or expel a member upon a charge of misconduct detrimental to the interests of the Branch.
- 5.4.2 Particulars of the charge shall be communicated to the member at least one (1) month before the meeting of the Council at which the matter will be determined.
- 5.4.3 The determination of the Council shall be communicated to the member in writing, and, in the event of an adverse determination, the member shall, subject to 5.4.4 below, cease to be a member fourteen (14) days after the Council has communicated its determination to the member.

5.4.4 It shall be open to a member to appeal the suspension or expulsion to the Branch at a general meeting. The intention to appeal shall be communicated to the Secretary or President of the Branch within fourteen (14) days after the determination of the Council has been communicated to the member.

5.4.5 In the event of an appeal under 5.4.4 above, the appellant's membership of the Branch shall not be suspended or terminated unless the determination of the Council to suspend or expel the member is upheld by the members of the Branch in general meeting after the appellant has been heard by the members of the Branch. In such an event, membership will be suspended or terminated at the date of the general meeting at which the determination of the Council is upheld.

## 5.5 **Register of members**

5.5.1 A register of members shall be kept by the Secretary and contain

- (i) the name and address of each member and
- (ii) the date on which each member was admitted to the Branch.

5.5.2 The Secretary must cause the name of a person who dies or who ceases to be a member under Rule 5.1.4, 5.2.4, 5.3, 5.4.3 or 5.4.5 to be deleted from the register of members referred to under Rule 5.5.

## 6 **The Council**

### 6.1 **Powers and duties**

6.1.1 The affairs of the Branch shall be managed and controlled by a Council which, in addition to any powers and authorities conferred by these Rules, may exercise all such powers and do all such things as are within the objects and purposes of the Branch and are not, by the Act or by these Rules, required to be done by the Branch in general meeting.

- 6.1.2 The Council has the management and control of the funds and other property of the Branch. Payments may be as petty cash if the sum is below \$200 or such other amount as the Council may from time to time determine, otherwise payment shall be by cheque signed by two (2) authorised signatories. Payments made via other means must have written approval of two (2) signatories, subject to Rule 6.1.3. The authorised signatories must include the President, the Treasurer and the Secretary. The Council shall have the authority to appoint other members of the Council to be authorised signatories on the Branch's accounts if the need arises. Payments in excess of \$500 or such other amount as the Council may from time to time determine shall require prior approval by the Council.
- 6.1.3 An authorised signatory, as defined in Rule 6.1.2, is considered to have given written approval for a payment if they
- (i) explicitly state their approval of that payment in writing or
  - (ii) directly contact another authorised signatory in writing to request approval of that payment.
- 6.1.4 The Council shall have authority to interpret the meaning of these Rules and any other matter relating to the affairs of the Branch on which these Rules are silent.
- 6.1.5 The Council shall appoint members of the Branch as delegates to the Central Council of the Statistical Society of Australia Inc.
- 6.1.6 The Council is responsible for:
- (i) the preparation and issue of publications of the Branch.
  - (ii) the retention for the Branch of copyright in all communications to be printed in publications of the Branch unless the Council allows the copyright to be specially reserved by the contributor.
  - (iii) the making, amending, suspending or repealing of Regulations which are not inconsistent with these Rules. Such Regulations, of which each member of the Branch shall be notified, shall remain in force until the next general meeting, at which they shall be confirmed, amended or annulled. The Council shall not renew a Regulation which has been annulled at the last general meeting.
  - (iv) the appointment of an Executive Committee of its own body. The Council may delegate to the Executive Committee such powers as it thinks fit.



- (v) the appointment of committees of members of the Branch with such terms of reference as the Council thinks fit. All such committees shall report their proceedings to the Council.
- (vi) the appointment of members of the Branch to form joint committees with other organisations.

## 6.2 Appointment

- 6.2.1 The Officers of the Branch shall be the President, the Vice-President, the Treasurer and the Secretary. The Council shall be comprised of the Officers and not less than three (3) non-Office bearing Council members of whom one assumes the role of Young Statisticians' Representative as per 6.2.5.
- 6.2.2 A Council member shall be a natural person.
- 6.2.3 The President, Vice-President, Treasurer, Secretary, Young Statisticians' Representative and other members of the Council shall be elected annually as hereinafter provided and 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.
- 6.2.4 The President, the Vice-President, the Treasurer, the Secretary and the other members of the Council shall be elected by secret ballot at the Annual General Meeting from members nominated by members of the Branch.
- 6.2.5 The Young Statisticians' Representative shall be elected at the Annual General Meeting from members who are also Young Statisticians and are nominated by members of the Branch. If no members who are also Young Statisticians nominate for election to any Council position, a non-Office bearing member of the incoming Council will attempt to co-opt such a member onto the Council to fill this role in accordance with Rule 6.2.12.
- 6.2.6 Subject to Rule 6.2.8, a person is not eligible for election to membership of the Council unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by
  - (i) the nominator and
  - (ii) the nominee to signify his or her willingness to stand for election,to the Secretary not less than fourteen (14) days before the day on which the Annual General Meeting concerned is to be held.

- 6.2.7 In the event that no nomination is received for any one (1) or more Offices of the Council, nominations for that Office or those Offices may be called at the Annual General meeting, and such nominees may be eligible for election to membership of the Council.
- 6.2.8 A person who is eligible for election or re-election under this Rule may, in relation to the Annual General Meeting concerned,
- (i) propose or second himself or herself for election or re-election and
  - (ii) vote for himself or herself
- but may not be elected to nor hold more than one (1) Council position at any time.
- 6.2.9 The Secretary shall ensure that notice of all persons seeking election to membership of Council (except those referred to in Rule 6.2.10) is given to all members when notice is given to those members of the calling of the Annual General Meeting at which that election is to be held.
- 6.2.10 If the number of persons nominated for election to membership of the Council does not exceed the number of vacancies in that membership to be filled,
- (i) the Secretary shall report accordingly to, and
  - (ii) the President shall declare those persons to be duly elected as members of the Council at the Annual General Meeting concerned.
- 6.2.11 In the event of a vacancy in any of the Offices of the Branch, the Council shall elect a new Officer as soon as possible to hold Office until the next Annual General Meeting.
- 6.2.12 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 person having all the powers of an elected member of the Council.
- 6.3 President**
- 6.3.1 Subject to Rules 6.6.2 and 8.4.3 the President shall preside at all general meetings and Council meetings
- 6.3.2 The President shall perform such other duties as are required in these Rules by the President.
- 6.4 Treasurer**
- 6.4.1 The Treasurer shall
- (i) be responsible for the receipt of all moneys paid to or received by him or her on behalf of the Branch and shall issue receipts

for those moneys in the name of the Branch;

- (ii) pay all moneys referred to in Rule 6.4.1(i) into such account or accounts of the Branch as the Council may from time to time direct;
- (iii) make payments from the funds of the Branch with the authority of a general meeting or of the Council and, in so doing, ensure that all cheques are signed in accordance with Rule 6.1.2 and that written approval is obtained for transfers via other means;
- (iv) comply on behalf of the Branch with sections 25 and 26 of the Act in respect of the accounting records of the Branch;
- (v) whenever directed to do so by the President, submit to the Council a report, balance sheet or financial statement in accordance with that direction;
- (vi) have custody of all securities, books and documents of a financial nature and accounting records of the Branch, including those referred to in Rules 6.4.1(iv) and 6.4.1(v); and
- (vii) perform such other duties as are imposed by these Rules on the Treasurer.

## 6.5 Secretary

### 6.5.1 The Secretary shall

- (i) co-ordinate the correspondence of the Branch;
- (ii) keep full and correct minutes of the proceedings of the Council and of the Branch;
- (iii) comply on behalf of the Branch with
  - (a) section 27 of the Act in respect of the register of members of the Branch,
  - (b) section 28 of the Act in respect of the Rules of the Branch, and
  - (c) section 29 of the Act in respect of the record of the Office holders and any trustees of the Branch;
- (iv) have custody of all books, documents, records and registers of the Branch; including those referred to in paragraph 6.5.1(iii), other than those required by Rule 6.4.1(vi) or Rule 10.2 to be kept and maintained by, or in the custody of, the Treasurer; and
- (v) perform such other duties as are imposed by these Rules on the Secretary.

## 6.6 Proceedings of Council

- 6.6.1 The Council shall meet together in person or by other means that enables all Council members in attendance to communicate verbally for the dispatch of business at least six (6) times during its term of Office.
- 6.6.2 Subject to Rule 6.6.3, in the event of the absence from a Council meeting of
- (i) the President, the Vice-President or
  - (ii) both the President and the Vice-President,
- a Council member elected by the other Council members present at the Council meeting shall preside as chairperson at that Council meeting.
- 6.6.3 If the chairperson is not present within five (5) minutes after the time appointed for holding the meeting or he or she is present but declines to take or retires from the chair, the Council members in attendance may choose one of their own number to be the chairperson of that meeting.
- 6.6.4 Questions arising at any meeting of the Council shall be decided by a majority of votes, and, in the event of equality of votes, the chairperson shall have a casting vote in addition to a deliberative vote.
- 6.6.5 A quorum for a meeting of the Council shall be one half of the members of the Council.
- 6.6.6 Subject to these Rules, the procedure and order of business to be followed at a Council meeting shall be determined by the Council members present at the Council meeting.
- 6.6.7 As required under sections 21 and 22 of the Act, a Council member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Council (except if that pecuniary interest exists only by virtue of the fact that the member of the Council is a member of a class of persons for whose benefit the Branch is established), must
- (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Council; and
  - (ii) not take part in any deliberations or decision of the Council with respect to that contract.

## 6.7 Disqualification of Council members

The Office of a Council member shall become vacant if a Council member:

- 6.7.1 is disqualified from being a Council member by the Act;
- 6.7.2 is suspended or expelled as a member under these Rules;
- 6.7.3 is permanently incapacitated by ill health;
- 6.7.4 is absent without apology from three (3) or more Council meetings in the same financial year, as defined in Rule 10.1;
- 6.7.5 is absent with apology from three (3) or more consecutive Council meetings in the same financial year, as defined in Rule 10.1;
- 6.7.6 ceases to be a member of the Branch, as defined in Rules 5.1.4, 5.2.4, 5.3, 5.4.3 and 5.4.5; or
- 6.7.7 resigns in writing to the Secretary or the President.

## **7 The Seal**

The Branch shall have a common seal upon which its corporate name shall appear in legible characters. The seal shall not be used without the express authorisation of the Council, and every use of the seal shall be recorded in the minutes of the Branch. The affixing of the seal shall be witnessed by the President and the Secretary.

## **8 General Meetings**

### **8.1 Annual General Meetings**

- 8.1.1 The Council shall call an Annual General Meeting in accordance with the Act and these Rules.
- 8.1.2 Subject to Rule 8.4.1, the Annual General Meeting shall be held each year on the second Tuesday of March or some date as soon as possible following the second Tuesday of March.
- 8.1.3 The business at the Annual General Meeting shall be
  - (i) the confirmation of the minutes of the previous Annual General Meeting and of any Special General Meeting held since that,
  - (ii) the consideration of the accounts and reports of the Council and the auditor's report,
  - (iii) the election of the Council, and
  - (iv) any other business requiring consideration by the Branch.

## 8.2 **Special General Meetings**

- 8.2.1 The Council may call a Special General Meeting of the Branch at any time.
- 8.2.2 Upon a requisition in writing of five (5) members of the Branch, the Council shall, within one (1) month of the receipt of the requisition, convene a Special General Meeting for the purpose specified in the requisition.
- 8.2.3 Every requisition for a Special General Meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- 8.2.4 If a Special General Meeting is not convened within one (1) month, as required by 8.2.2 above, the requisitionists, or at least 50% of their number, may convene a Special General Meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Council, and for this purpose the Council shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Branch.

## 8.3 **Notice of general meetings**

- 8.3.1 At least fourteen (14) days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held and particulars of the nature and order of the business to be transacted at the meeting.
- 8.3.2 Notice of a meeting at which a special resolution (see Rule 8.7.1) is to be proposed shall be given at least fourteen (14) days' notice prior to the date of the meeting.
- 8.3.3 A notice may be given by the Branch to any member by serving the member with the notice personally, or by sending it by email to the email address appearing in the register of members or by post to the postal address appearing in the register of members. (See Rule 5.5.)
- 8.3.4 Where a notice is sent by email,
  - (i) the service is effected by properly addressing and sending an email containing the notice, and
  - (ii) unless the contrary is proved, service will be taken to have been effected at the time at which the email was sent.
- 8.3.5 Where a notice is sent by post,
  - (i) the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and

- (ii) unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

#### 8.4 Proceedings at general meetings

- 8.4.1 Ten (10) members present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.
- 8.4.2 If within thirty (30) minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. If within thirty (30) minutes after the time appointed for any other meeting a quorum of members is not present, the members present shall form a quorum.
- 8.4.3 Subject to Rule 8.4.4, in the event of the absence from a general meeting of
  - (i) the President, the Vice-President or
  - (ii) both the President and the Vice-President,a member elected by the other members present at the general meeting shall preside as chairperson at the general meeting.
- 8.4.4 If the chairperson is not present within five (5) minutes after the time appointed for holding the meeting or he or she is present but declines to take or retires from the chair, the members may choose a Council member or one of their own number to be the chairperson of that meeting.
- 8.4.5 If within thirty (30) minutes of the time appointed by Rule 8.4.2 for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- 8.4.6 The President may, with the consent of a general meeting at which a quorum is present, and shall, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 8.4.7 There shall not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 8.4.8 When a general meeting is adjourned for a period of thirty (30) days or more, the Secretary shall give notice under Rule 8.3.1 of the adjourned general meeting as if that general meeting were a fresh general meeting.

**8.5 Voting at general meetings**

- 8.5.1 Subject to these Rules, every member of the Branch has only one (1) vote at a meeting of the Branch.
- 8.5.2 Subject to these Rules, a question for decision at a general meeting, other than a special resolution as defined in Rule 8.7.1, shall be determined by a majority of members who vote in person or by proxy.
- 8.5.3 Unless a poll is demanded in accordance with Rule 8.6.1, a question for decision at a general meeting shall be determined by a show of hands.

**8.6 Polling at general meetings**

- 8.6.1 If a poll is demanded by the President or at least five (5) members, it must be conducted in a manner specified by the person presiding, and the result of the poll is the resolution of the meeting on that question.
- 8.6.2 A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

**8.7 Special and ordinary resolutions**

- 8.7.1 A special resolution, as defined in section 24 of the Act, is a resolution passed at a duly convened meeting of the members of the Branch if
  - (i) at least fourteen (14) days' written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the Branch and
  - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of the Branch voting in person or by proxy.



8.7.2 An ordinary resolution is a resolution passed by a simple majority at a general meeting.

8.7.3 A declaration by the President at a general meeting that a resolution has been passed as a special resolution or an ordinary resolution shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with Rule 8.6.1.

## 8.8 Proxies

8.8.1 A member shall be entitled to appoint in writing a natural person who is also a member of the Branch to be their proxy and attend and vote at any general meeting of the Branch on their behalf.

8.8.2 There is no limit to how many members of the Branch can appoint a single other member of Branch to be their proxy.

## 9 Minutes

9.1 The Secretary shall keep proper minutes of all proceedings of general meetings of the Branch and of meetings of the Council.

9.2 The minutes kept pursuant to this Rule must be confirmed by the members of the Branch or the members of the Council (as relevant) at a subsequent meeting.

9.3 The minutes kept pursuant to this Rule shall be signed by the President of the meeting at which the proceedings took place or by the President of the next succeeding meeting at which the minutes are confirmed.

9.4 Where minutes are entered and signed, they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held and that all appointments made at a meeting shall be deemed to be valid.

## 10 Financial Reporting

### 10.1 Financial year

The financial year of the Branch shall be the period of twelve (12) months commencing on 1st January each year and ending on 31st December of the same year.

### 10.2 Accounts to be kept

The Treasurer shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Branch in accordance with the Act.

### 10.3 **Accounts and reports to be laid before members**

The accounts, together with the auditor's report on the accounts, the Council's statement and the Council's report, shall be laid before members at the Annual General Meeting.

- 10.4 The Council shall appoint an auditor whose appointment is revocable at the instance of the Council and whose duties shall be to audit the books of the Branch and to report to the Council.

10.4.1 The auditor shall not be a member of the Branch.

## 11 **Bequests**

That the Council aims to use any bequest funds to fulfil the wishes of the benefactor where possible and practicable, as long as they are in accordance with the Objects of the Association.

## 12 **Winding Up**

- 12.1 The Branch may be wound up in the manner provided for in the Act.

- 12.2 If, on the winding up of the Branch, any property of the Branch remains after satisfaction of the debts and liabilities of the Branch and the costs, charges and expenses of that winding up, that property shall be distributed to the Statistical Society of Australia Inc.

## 13 **Rules**

- 13.1 The Branch may alter or rescind these Rules or make Rules additional to these Rules in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows:

13.1.1 The Branch may alter its Rules by special resolution at a general meeting, but not otherwise.

13.1.2 Within one (1) month of the passing of a special resolution altering its Rules (or such further time as the Commissioner may in a particular case allow on written application by the Branch), the Branch must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration, together with a certificate given by a member of the Council certifying that the resolution was duly passed as a special resolution and that the Rules of the Branch as so altered conform to the requirements of this Act.

- 13.1.3 An alteration of the Rules of the Branch does not take effect until Rules 13.1.2 is complied with.
- 13.1.4 An alteration of the Rules of the Branch having effect to change the name of the Branch does not take effect until Rules 13.1.1, 13.1.2 and 13.1.3 inclusive are complied with and the approval of the Commissioner is given to the change of name.
- 13.1.5 An alteration of the Rules of the Branch having effect to alter the objects or purposes of the Branch does not take effect until Rules 13.1.1, 13.1.2 and 13.1.3 inclusive are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- 13.2 These Rules bind every member and the Branch to the same extent as if every member and the Branch had signed and sealed these Rules and agreed to be bound by all their provisions.
- 13.3 The Branch shall conform to the provisions of the Rules and Regulations of the Statistical Society of Australia Inc.

#### **14 Inspection of Records, Etc. of the Branch**

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Branch.

#### **15 Disputes and Mediation**

- 15.1 The grievance procedure set out in this Rules applies to disputes under these Rules between
  - 15.1.1 a member and another member, or
  - 15.1.2 a member and the Branch or
  - 15.1.3 if the Branch provides services to non-members, those non-members who receive services from the Branch and the Branch.
- 15.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- 15.3 If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- 15.4 The mediator must be
  - 15.4.1 a person chosen by agreement between the parties or
  - 15.4.2 in the absence of agreement,
    - (i) in the case of a dispute between a member and another member, a person appointed by the Council; or

- (ii) in the case of a dispute between a member or relevant non-member (as defined by Rules 15.1.3) and the Branch, a person who is a mediator appointed to or employed with a not-for-profit organisation.

- 15.5 A member of the Branch can be a mediator.
- 15.6 The mediator cannot be a member who is a party to the dispute.
- 15.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 15.8 The mediator, in conducting the mediation, must
  - 15.8.1 give the parties to the mediation process every opportunity to be heard,
  - 15.8.2 allow due consideration by all parties of any written statement submitted by any party and
  - 15.8.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 15.9 The mediator must not determine the dispute.
- 15.10 The mediation must be confidential and without prejudice.
- 15.11 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.