

# The Statistical Society of Australia Inc

(Incorporated in the Australian Capital Territory)

## Rules

(as approved August 2019)

	<b>Page</b>
Name	1
Interpretation	1
Society's Office	1
Objects and Purposes of the Society	1
Membership of Society	2
Optional Accreditation	3
Branches of the Society	4
Financial Year	4
Membership Fees and Benefits	4
Members' Liability	5
Central Council of the Society	5
Terms of Executive Office	6
Election of Executive Members	7
Public Officer	7
Committees	7
Powers and Duties - Council	8
Powers and Duties - President and Vice-President	8
Powers and Duties - Secretary	8
Powers and Duties-Treasurer	8
Powers and Duties - Australian Editor	9
Powers and Duties-Auditor	9
Annual General Meeting of Council	9
Annual General Meeting of the Society	10
Special General Meeting	10
Notices of General Meetings	11
Business and Quorum at General Meetings	11
President to Preside at General Meetings	12
Adjournment of General Meetings	12
Votes	12
Appointment of Proxies	12
Taking of Vote	12
When Vote to be Taken	12
Executive Committee	13
Meetings of Executive	13
Disciplining of Members	13
Right of Appeal of Disciplined Member	14
Income and Property of Society	14
Disclosure of Interest in Contracts, etc.	15
Custody and Inspection of Books	15
Banking and Finance	16
Notices	16
Alteration of the Rules	16
Seal of the Society	17
Awards	17
Awards Committee	17
Dissolution of Society	18

**THE STATISTICAL SOCIETY OF AUSTRALIA INCORPORATED**  
(Incorporated in the Australian Capital Territory)

**RULES**

(as approved August 2019)

**1. Name**

The name of the Society shall be the Statistical Society of Australia Incorporated (hereinafter called "the Society".)

**2. Interpretation**

- (1) In these Rules, the Committee that has the management of the Society shall be the Central Council (hereinafter called "the Council"), constituted according to Rule 12, from which an Executive Committee (hereinafter called "the Executive") shall be constituted according to Rule 12(10) with powers as in Rules 34 and 35.
- (2) In these Rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, electronic representation, and other modes of representing or reproducing works in a visible form.
- (3) The provisions of the Interpretation Act 1967 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- (4) 'the Act' means the Associations Incorporation Act 1991 (ACT.)

**3. Society's Office**

The office of the Society shall be at the Statistics Department, The Faculties, ANU in the Australian Capital Territory or such other place as the Council may, from time to time, determine.

**4. Objects and Purposes of the Society**

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

**5. In addition to the basic object of the Society the objects and purposes of the Society shall be deemed to include .**

- (1) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Society;
- (2) buying, selling and supplying, and dealing in, goods of all kinds;
- (3) the construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the Society;
- (4) the acceptance of any gift, whether subject to a special trust, or not, for any one or more of the objects or purposes of the Society;
- (5) taking such steps from time to time as the Council or the members in General Meeting may deem expedient for the purpose of procuring contributions to the funds of the Society, whether by way of donations, subscriptions, or otherwise;
- (6) printing and publishing such newspapers, periodicals, books, leaflets, or other

documents as the Council or the members in General Meeting may think desirable for the promotion of the objects and purposes of the Society;

- (7) borrowing and raising money in such manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a General Meeting; and securing the repayment of money so raised or borrowed or the repayment of a debt or liability of the Society by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Society;
- (8) subject to the provisions of the Trustee Act 1957, the investment of any moneys of the Society not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine;
- (9) making gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which Subsection 78(1)(a) of the Income Tax Assessment Act 1936 (as amended) relates;
- (10) the employment of an Executive Officer, and other staff as may be deemed necessary, to carry out the objects and purposes of the Society. The duties of the Society's employees, and the terms and conditions of their employment, shall be determined by the Executive.
- (11) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit employees or past employees of the Society and their dependants, and the granting of pensions, allowances, or other benefits to employees or past employees of the Society and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (12) the establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Society;
- (13) the establishment and administration of an accreditation process which is primarily intended to promote, within the general community, recognition of professional competence in the understanding and application of statistical methods, and of statistical education and training appropriate to the development of such professional competence.
- (14) doing all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Society or of any of the objects and purposes specified in the foregoing provisions of this sub-rule;

## **6. Membership of Society**

- (1) The members of the Society shall comprise the members of each Branch of the Society, members-at-large, Honorary Life Members and Institutional members.
- (2) A person is qualified to be a member if
  - (i) the person is a person referred to in Section 21(2)(a) or (b) of the Act and has not ceased to be a member of the Society at any time after incorporation of the Society under the Act; or
  - (ii) the person has applied for, and been approved for, membership in accordance with Rule 6(3) or 6(5)
- (3) Any individual whose residence is remote from any Branch of the Society and who in the opinion of the Council is interested in the objects of the Society may be elected by the Council as a member- at-large on application to the Treasurer, such application to be accompanied by one year's subscription.
- (4) Institutions, business enterprises, and other organisations interested in the objectives of the Society may be elected by the Council to institutional membership on application to the Secretary.

- (5) Applications for membership of a Branch of the Society shall be made in a form prescribed by the Society, accompanied by the annual subscription fee (see Rule 10 (3))
- (6) The Council shall maintain a register of all members of the Society and shall make this register available for inspection by the members at the office of the Society or at another place in the Territory nominated by the Council of the Society. Pursuant to Subsection 67(2)(b) of the Act, the place at which the register is available for inspection shall be published in the Annual Report and Annual Return.

## **7. Optional Accreditation**

- (1) A member of the Society, other than an Institutional Member, may apply to the Council to become a Graduate Statistician or an Accredited Statistician. The application is to be made in accordance with the Regulations, and to be accompanied by a fee in accordance with Rule 10.
- (2) Recommendations about applications for accreditation and the accreditation process, shall be made to Council by an accreditation committee, appointed in accordance with Rule 16(3). The requirements for the qualifications, the terms of reference of the committee, and the administration of the process, shall be in accordance with the Regulations of the Society.
- (3) Within six months of receiving an application for one of the above qualifications, the Council, in consultation with the accreditation committee, shall determine whether to accept or reject the application. Appeals are permitted in accordance with the Regulations of the Society.
- (4) Where the Council determines to approve an application for Graduate Statistician or an Accredited Statistician, the Secretary shall as soon as practicable, notify the applicant of such approval, and request the applicant pay within 28 days after receipt of the notification, the amount necessary to meet the sum payable under these Rules as capitation fee for such members. The Secretary shall notify the Treasurer of the Society of the details of the applicant. Upon payment by the nominee of the amounts referred to, the applicant's membership details shall be adjusted in the Register of Members.
- (5) A member with the qualification of Accredited Statistician may use the abbreviation AStat. A member with the qualification of Graduate Statistician may use the abbreviation GStat.
- (6) A University may apply to the Council to have a specified degree program accredited by the Society for a period of three years. The application is to be made in accordance with the regulations, and to be accompanied by a fee to be set from time to time by the Council.
- (7) Recommendations about applications for accreditation of degree programs, and the application process, shall be made to Council by the accreditation committee. The requirements for accreditation, and the administration of the process, shall be in accordance with the Regulations of the Society.
- (8) Within six months of receiving an application for accreditation of a degree program, the Council, in consultation with the accreditation committee, shall determine whether to accept or reject the application.
- (9) Accredited degree programs are entitled to include the following wording in their promotional and other material:  
"Students who graduate from this degree program will, on joining the Statistical Society of Australia Incorporated, be automatically entitled to accreditation as a Graduate Statistician"

## **8. Branches of the Society**

- (1) A Branch of the Society may be established in any Australian State, Territory,

or Centre approved from time to time by the Council.

- (2) Subject to the provisions of these Rules, each Branch shall be autonomous. The Society shall not incur or purport to incur any debt or other liability on behalf of any Branch. The Council shall not be responsible for the debts or other liabilities incurred by any Branch.
- (3) Each Branch shall be responsible for the regular updating of a central listing of its members and notifying Council of alterations therein. Each Branch shall be liable for amounts due to the Council as described under Rule 9.
- (4) If a member of a Branch of the Society transfers his or her membership to another Branch, and if he or she has paid his or her current annual subscription to his or her original Branch, he or she shall not be required by the Branch to which he or she has transferred to contribute another subscription in respect of the period for which his or her current subscription was paid. The Branch which received his or her current subscription shall contribute to the Council the capitation fee in respect of the member for the period in respect of which the subscription was paid.
- (5) A Branch will be deemed to have withdrawn from the Society three months after receipt by the Secretary of notice from the Branch of withdrawal of the Branch from the Society, unless such notice is withdrawn within this period of three months, or upon it being established to the satisfaction of the Council that the Branch has been disbanded. Membership of the Branch shall not continue to qualify members of the Branch for membership of the Society after its withdrawal, and on its withdrawal its delegates shall cease to hold office in the Council. A Branch on withdrawal shall have no rights to the property of the Society or any part thereof, but shall remain liable to it for any amounts due and unpaid at the date of withdrawal.

## 9. Financial Year

The financial year of the Society is the period beginning on 1st April in each year and ending on the 31st March next following.

## 10. Membership Fees and Benefits

- (1) There shall be no entrance fee other than the annual subscription for the first year or part thereof of membership.
- (2) A member of the Society may apply to the Council to become a Graduate Statistician or an Accredited Statistician in accordance with Rule 7. A fee of \$55 for application for Graduate Statistician, or \$165 for application for Accredited Statistician, is payable on application, or if any other amount has been determined by resolution of the Council as in Sub-Rule (7), that other amount.
- (3) The annual subscription for members of Branches shall be made up of two components, being the annual Branch component, and the Society capitation fee. The annual capitation fee to the Society shall be determined by resolution of the Council as in Sub-rule (7).
- (4) Half the capitation fee shall be payable by a student member or a member retired from full-time employment.
- (5) Council shall determine the annual subscription for members other than those who are members of Branches provided that notice of change of subscription rates shall be given to such members not less than two months prior to the due date of payment.
  - (i) Annual subscriptions from such members shall be due in advance on the 1st January of each financial year. If any such member has not paid his or her annual subscription by 31<sup>st</sup> March next, he or she shall cease to be a member and shall not be re-eligible for membership

- until all arrears have been paid. However the Council shall have power to cancel all or any part of such arrears.
- (ii) Any such member who is not in arrears with his or her annual subscription may resign by writing accordingly to the Secretary.
- (6) A member of the Society who has paid their annual subscription in respect of the current financial year shall be considered a financial member.
- (7) Each financial member shall receive a copy of each issue of The Australian and New Zealand Journal of Statistics and of the Society's Newsletter . Each Honorary Life Member of the Society shall receive a copy of each issue of these publications.
- (8) The Society's capitation fee shall be set by Council, and Branches must be notified of the Society's capitation fee before 31<sup>st</sup> August each year.

## 11. Members' Liability

The liability of a member to contribute towards payment of debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society as required by Rule 10.

## 12. Central Council of the Society

- (1) The Central Council of the Society shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Australian Editor of The Australian and New Zealand Journal of Statistics, the Chair of the Accreditation Committee, the delegates appointed by Branches, and a maximum of four members co-opted by the Council.
- (2) No person other than a member of the Society shall be eligible to be a member of the Council.
- (3) The Central Council shall control and manage the business and affairs of the Society.
- (4) A Branch shall appoint to the Council .
- two delegates if the members of the Branch number 200 or less;
  - three delegates if the members of the Branch number 201 to 300;
  - four delegates if the members of the Branch number 301 or more.
- For the purpose of determining the number of delegates, the number of members of a Branch shall be the number in respect of whom capitation fees have been paid for the immediately preceding financial year.
- (5) If a new Branch is established during a Council's term of office, the number of delegates to be appointed by that Branch for the balance of the Council's term of office shall be based on the number of members of the Branch at the time of its establishment.
- (6) A Branch may at any time revoke the appointment of any of its delegates.
- (7) A person shall cease to be a member of Central Council if he or she
- (i) dies;
  - (ii) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors;
  - (iii) becomes of unsound mind
  - (iv) resigns his or her office by writing under his or her hand addressed to the Executive;
  - (v) is removed from office pursuant to Sub-Rule (13);

- (vi) ceases to be a member of the Society; or
  - (vii) fails to pay all arrears of subscription due from him or her within fourteen days after he or she has received a notice in writing signed by the Treasurer stating that his or her subscription is in arrears.
  - (viii) is disqualified from office under Subsection 63(1) of the Act.
- (8) In the event of a delegate dying or resigning from the Council or ceasing to be a member of the Branch by which he or she was appointed, or of his or her appointment being revoked by the Branch, the appropriate Branch shall appoint a replacement.
  - (9) Branch delegates shall be appointed by Branches annually. Branch Secretaries shall notify the Secretary of the names and addresses of their delegates for the coming financial year by the end of the current financial year.
  - (10) An Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, Australian Editor of The Australian and New Zealand Journal of Statistics and up to four members co-opted from Central Council is empowered to act on behalf of the Council during periods between Council meetings.
  - (11) The Council shall annually appoint a Circulation Manager who shall assist the Treasurer in his or her duties, in particular that of Rule 20(5).
  - (12) A person is not eligible to simultaneously hold more than one position on the Council.
  - (13) The Society in general meeting may by special resolution, subject to Section 50 of the Act, remove any member of the Council from the office of member of the Council before the expiration of the member's term of office.

### **13. Terms of Executive Office**

- (1) The President, Secretary and Treasurer of the Society shall hold office until the Council Annual General Meeting following the end of the second financial year after the commencement of their term of office. The term of office of the Australian Editor shall be negotiated with the Editor on appointment. No member shall hold the office of President for successive terms, but other office bearers may choose to be eligible for re-election.
- (2) In the first year of a Presidential term of office, the Vice-President shall be the immediate Past President. In the second year of a Presidential term or office, the Vice-President shall be the President-elect for the ensuing year.
- (3) In the event of a vacancy in an office of the Executive, the Council may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the Annual General Meeting next following the date of the appointment.

### **14. Election of Executive Members**

- (1) The Council shall elect the office-bearers of the Society from nominations in accordance with Sub-Rules (2) and (5) as follows.
- (2) There shall be a Nominating Committee consisting of the President as convener, the Vice-President, the Secretary, the Treasurer, the Australian Editor of The Australian and New Zealand Journal of Statistics, and the President for the time being of each Branch of the Society.
- (3) By 28th February in each year, the Nominating Committee shall submit to Council a list of not more than three names for each of those of the offices of Vice-President, the Secretary, the Treasurer that require election for the ensuing year. In the event that an election is necessary, a ballot shall be conducted before 31 March. Council shall appoint a member of the Society as

returning officer; the returning officer shall determine the manner of conducting the ballot.

- (4) Nominations of candidates for election as office-bearers of the Society may be made by any member of the Society or by any Branch Council of the Society to any member of the Nominating Committee, by 31st January in each year.
- (5) The Nominating Committee, before 31st October of the previous year, shall seek from each Branch nominations of candidates for election as office-bearers of the Society, for those offices that require election for the ensuing year.
- (6) The Nominating Committee shall act as a search committee for the Australian Editor of The Australian and New Zealand Journal of Statistics as required. The Nominating Committee's recommendation for the office of Editor shall be submitted to Council for Councils approval.
- (7) The officers-elect shall be entitled to attend all meetings of Council and Executive prior to their taking office.

## **15. Public Officer**

The Council shall, within fourteen days of taking office, appoint a member of the Society resident in the Australian Capital Territory to be the Public Officer of the Society. The member so appointed may hold another office in the Council. If, at any time, the office of Public Officer becomes vacant, the Council shall appoint a replacement within fourteen days of its becoming vacant.

## **16. Committees**

- (1) The Council may appoint committees of members of the Society with such terms of reference as it thinks fit. All such committees shall report their proceedings to the Council.
- (2) The Council may also appoint members of the Society to form joint committees with other organizations under such terms of reference as are satisfactory to the Council. All such joint committees shall report their proceedings to the Council.
- (3) The Council shall appoint an Accreditation Committee in accordance with the Regulations. The Accreditation Committee shall advise and make recommendations to Council on accreditation applications and other accreditation matters. The Accreditation Committee is responsible to Council and the Chair of the Committee shall be a member of Council.

## **17. Powers and Duties – Council**

Subject to provisions of these Rules, the Council shall have power to do all things necessary to promote the objects of the Society. The powers of the Council shall include

- (1) the expenditure and investment of funds for the purposes of the Society;
- (2) the consideration of matters referred to it by the Branches; and
- (3) making, amending, suspending, or repealing Regulations which are consistent with these Rules. Such Regulations, of which each Branch of the Society shall be notified, shall remain in force for one year, after which they shall be confirmed, amended, or annulled by the Council;
- (4) the approval of payment of capitation fees to the Australian Statistical Publishing Association Incorporated.



**18. Powers and Duties .President and Vice-President**

The President shall preside at all meetings of the Council, Society and committees at which he or she is present. In the absence of the President the Vice-President shall act with all the powers of the President. In the absence of both the President and Vice-President, a chairman elected by and from the members present shall preside and shall act with all the powers of the President.

**19. Powers and Duties .Secretary**

The Secretary shall, under the direction of the Council, conduct the correspondence of the Council, record the proceedings of all meetings of the Council, and issue and receive all requisite notices.

**20. Powers and Duties .Treasurer**

The Treasurer shall

- (1) receive all moneys due to the Society and deposit them in a bank or banks approved by the Council;
- (2) pay all moneys owed by the Society;
- (3) invest moneys of the Society in such manner as the Council shall from time to time direct;
- (4) keep proper books of account of the Society's receipts and payments, and prepare a summary of the accounts for each financial year for inclusion in the Council's annual report; and
- (5) in conjunction with the Circulation Manager maintain a centralized listing of members, members-at-large, Honorary Life Members, and Institutional members.

**21. Powers and Duties - Australian Editor**

The Australian Editor shall, in conjunction with the Coordinating Editor (if different to himself or herself) and the New Zealand Editor, and with the assistance of the Associate Editors, Technical Editor and Book Review Editor, edit The Australian and New Zealand Journal of Statistics.

**22. Powers and Duties Auditor**

- (1) At each Annual General Meeting of the Council of the Society, the members present shall appoint a person who is not a member of the Society as the auditor of the Society.
- (2) A person so appointed shall hold office until the Annual General Meeting next after that at which he or she is appointed, and is eligible for reappointment.
- (3) The first auditor of the Society may be appointed by the Council before the first Annual General Meeting, and, if so appointed, shall hold office until the first Annual General Meeting, unless previously removed by a resolution of the members at a General Meeting, in which case the members at that meeting may appoint an auditor to act until the first Annual General Meeting.
- (4) If an appointment is not made at an Annual General Meeting the Council shall appoint an auditor of the Society for the then current financial year of the Society.
- (5) If a casual vacancy occurs in the office of auditor during the course of a

financial year of the Society, the Council may appoint a person subject to Sub-Rule (1) above as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

### **23. Annual General Meeting of Council**

- (1) The Council of the Society shall in each year hold an Annual General Meeting.
- (2) The Annual General Meeting shall be held on such date (being not later than five months after the close of the financial year of the Society) and at such place and time as the Council may determine.
- (3) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
- (4) The Annual General Meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the Annual General Meeting shall be
  - (i) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
  - (ii) to receive from the Executive Committee, auditor, and servants of the Society reports upon the transactions of the Society during the last preceding financial year;
  - (iii) to confirm election of the officers of the Society and any of its Committees;
  - (iv) to appoint the auditor and determine his or her remuneration;
  - (v) to confirm, amend or annul Regulations;
  - (vi) to select nominees for Section Chairs;
  - (vii) to set fees for capitation and accreditation, and to set such other fees as may be required from time to time.
- (6) The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- (7) All General Meetings other than the Annual General Meeting shall be called special General Meetings.
- (8) The President may, with the approval of the Executive, invite observers to all or part of General Meetings of the Council.

### **24. Annual General Meeting of the Society**

- (1) The Annual General Meeting of the Society shall, subject to the Act, be convened on such date (being not later than five months after the close of the financial year of the Society) and at such place and time as the Council thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be
  - (i) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
  - (ii) to receive from the Council reports on the activities of the Society during the last preceding financial year, including the Annual Report prepared by the President and Secretary;
  - (iii) to receive and consider the audited statement of accounts and the reports that are required to be submitted to members pursuant to Subsection 73(1) of the Act;
  - (iv) to elect Section Chairs;
  - (v) to appoint signatories to operate on accounts.

- (3) An Annual General Meeting shall be specified as such in the notice convening it in accordance with Rule 26.
- (4) An Annual General Meeting shall be conducted in accordance with the provisions of these Rules.
- (5) All general meetings of the Society other than the Annual General Meeting shall be called special General Meetings of the Society.

## **25. Special General Meeting**

- (1) The Council may, whenever it thinks fit, convene a special meeting of itself or of the members of the Society.
- (2) The Executive Committee shall, on the requisition in writing of not less than five members, convene a special General Meeting of the Council.
- (3) The Council shall, on the requisition in writing of not less than 10 percent of the total number of members, convene a special General Meeting of the Society.
- (4) A requisition for a special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Society and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (5) If the Executive Committee does not cause a special General Meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Society, the requisitionists or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (6) A special General Meeting convened by requisitionists in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Council, and all reasonable expenses incurred in convening the meeting shall be refunded by the Society to the persons incurring them.

## **26. Notices of General Meetings**

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society the Secretary shall, at least fourteen days before the date fixed for holding a General Meeting of the Council or of members of the Society, send notice to all members of the Council, or notice in writing to all members of the Society, specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.
- (2) Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Society, the Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in Sub-Rule (1) specifying, in addition to the matter required under that Sub-Rule, the intention to propose the resolution as a special resolution.

## **27. Business and Quorum at General Meetings**

- (1) All business that is transacted at special General Meetings and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.

- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- (3) One half of the members of the Council being present in person or by proxy shall constitute a quorum for the transaction of the business of a General Meeting of Council.
- (4) Twenty members present in person (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the transaction of business at a General Meeting of the Society.
- (5) If within one hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
- (6) The annual report of each Branch shall be tabled at the earliest possible meeting of Central Council.
- (7) The election of members-at-large shall be reported at meetings of Central Council.

## **28. President to Preside at General Meetings**

- (1) The President, or in his or her absence, the Vice-President, shall preside as chairman at every General Meeting of the Council or Society.
- (2) If the President and the Vice-President are absent from a General Meeting, the members present shall elect one of their number to preside as chairman thereat.

## **29. Adjournment of General Meetings**

- (1) The chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this Rule, it is not necessary to give any notice of an adjourned meeting.

## **30. Votes**

- (1) Subject to Sub-Rule (3), upon any question arising at a General Meeting a member has 1 vote only.
- (2) Upon any question arising at General Meeting of the Council or Society, a member may vote personally or by proxy. Only a member of the Statistical Society of Australia Inc. may be appointed to act as proxy.
- (3) In the case of an equality of voting on a question, the chairman of the meeting is entitled to exercise a second or casting vote.

- (4) Subject to the Act, and except for special resolutions which are covered by Section 70 of the Act, questions arising at a meeting of the Society, Council or of any sub-committee appointed by the Council shall be determined by a majority of the votes of members of the Society, Council or subcommittee present at the meeting, or voting by proxy.

### **31. Appointment of Proxies**

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

### **32. Taking of Vote**

If at a meeting a vote on any question is demanded, it shall be taken at that meeting in such manner as the chairman may direct, and the result of the vote shall be deemed to be the resolution of the meeting on that question.

### **33. When Vote to be Taken**

A vote that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a vote that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

### **34. Executive Committee**

The Executive (see Rule 12(10))

- (1) shall control and manage the business and affairs of the Council;
- (2) may, subject to these Rules, exercise all such powers and functions as may be exercised by the Society, other than those powers and functions that are required by those Rules to be exercised by General Meetings of members of the Council or the Society; and
- (3) subject to the Act and these Rules, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Society.

### **35. Meetings of the Executive**

- (1) The Executive Committee shall meet at such times as it may determine.
- (2) Meetings of the Executive Committee may be convened by the President, or any two of its members.
- (3) Any three of the President, Vice-President, Secretary, Treasurer and the Australian Editor of the Australian and New Zealand Journal of Statistics constitute a quorum for the transaction of the business of a meeting of the Committee

### **36. Disciplining of Members**

- (1) Where the Council is of the opinion that a member
  - (i) has breached a Society's Code of Conduct, including Event or Conference Codes of Conduct
  - (ii) has persistently refused or neglected to comply with the provisions of these Rules; or
  - (ii) has persistently and wilfully acted in a manner prejudicial to the

interests of the Society or to the statistical profession, the Council may, by resolution .

- (a) expel the member from the Society; or
  - (b) suspend the member from such rights and privileges of membership of the Society as the Council may determine for a specified period.
- (2) A resolution of the Council under Sub-Rule (1) is of no effect unless the Council, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under Sub-Rule (3), confirms a resolution in accordance with this Rule.
- (3) Where the Council passes a resolution under Sub-Rule (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
- (i) setting out the resolution of the Council and the grounds on which it is based;
  - (ii) stating that the member may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (iii) stating the date, place and time of that meeting; and
  - (iv) informing the member that the member may do either or both of the following:
    - (a) attend and speak at that meeting;
    - (b) submit to the Council at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to Section 50 of the Act, at a meeting of the Council mentioned in Sub-Rule (2), the Committee shall .
- (i) give to the member mentioned in Sub-Rule (1) an opportunity to make oral representation;
  - (ii) give due consideration to any written representations submitted to the Council by that member at or prior to the meeting; and
  - (iii) by resolution determine whether to confirm or revoke the resolution of the Council made under Sub-Rule (1).
- (5) Where the Council confirms a resolution under Sub-Rule (4), the Secretary shall, within 7 days after that confirmation, by notice in writing, inform the member of that confirmation and of the member's right of appeal under Rule 37.
- (6) A resolution confirmed by the Council under Sub-Rule (4) does not take effect .
- (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
  - (ii) where within that period the member exercises the right of appeal, unless and until the Society confirms a resolution in accordance with Sub-Rule 37(4).

### **37. Right of Appeal of Disciplined Member**

- (1) A member may appeal to the Society in general meeting against a resolution of the Council which is confirmed under Sub-Rule 36(4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice under Sub-Rule (1), the Secretary shall notify the Council which shall convene a general meeting of the Society to be held within 21 days after the date on which the Secretary received the notice, or as soon as possible after that date.
- (3) Subject to Section 50 of the Act, at a general meeting of the Society convened under Sub-Rule (2) .

- (i) no business other than the question of the appeal shall be transacted;
  - (ii) the Council and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (iii) the members present shall vote by secret ballot on the question of whether the resolution made under Sub-Rule 36(4), that the resolution is confirmed.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution under Sub-Rule 36(4), that resolution is confirmed.

### **38. Income and Property of Society**

- (1) The funds of the Society shall be derived from annual subscriptions and capitation fees of members, donations, and subject to any resolution passed by the Society in general meeting and subject to Section 114 of the Act, such other sources as the Council determines.
- (2) The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects and purposes of the Society and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Society.
- (3) The Society shall not .
  - (i) appoint a person who is a member of the Council to any office in the gift of the Society to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
  - (ii) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (4) Nothing in the foregoing provisions of this Rule prevents the payment in good faith to a servant or member of the Society of -
  - (i) remuneration in return for services actually rendered to the Society by the servant or member or for goods supplied to the Society by the servant or member in the ordinary course of business;
  - (ii) interest at a rate not exceeding ten per cent on moneys lent to the Society by the servant or member; or
  - (iii) a reasonable and proper sum by way of rent for premises let to the Society by the servant or member.

### **39. Disclosure of Interest in Contracts, etc**

- (1) A member of the Council who is interested in any contract or arrangement made or proposed to be made with the Society shall disclose his or her interest at the first meeting of the Council at which the contract or arrangement is first taken into consideration, if his or her interest then exists, or, in any other case, at the first meeting of the Council after the acquisition of his or her interest.
- (2) If a member of Council becomes interested in a contract or arrangement after it is made or entered into, he or she shall disclose his or her interest at the first meeting of the Council after he or she becomes so interested.
- (3) No member of the Council shall vote as a member of the Council in respect of any contract or arrangement in which he or she is interested and if he or she does so vote his or her vote shall not be counted.

### **40. Custody and Inspection of Books**

- (1) True accounts shall be kept -
  - (i) of all sums of money received and expended by the Society and the

- (ii) matter in respect of which the receipt or expenditure takes place; and of the property, credits, and liabilities of the Society, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Council for the time being, those accounts shall be open to the inspection of the members of the Society.
- (2) The Treasurer of the Society shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Society in such form and manner as the Council may direct.
- (3) The accounts, books, and records referred to in the preceding Sub-Rules (1) and (2) shall be kept at the Society's office or at such other place as the Council may decide.
- (4) Subject to the Act, the Regulations and these Rules, the Secretary shall keep in his or her control all records and other documents of the Society other than those referred to in the preceding Sub-Rules (1) and (2).
- (5) The records, books and other documents of the Society referred to in the preceding Sub-Rule (4) shall be open to inspection, free of charge, by a member of the Society at a time and place arranged by the member with the Secretary.

#### **41. Banking and Finance**

- (1) The Council shall cause to be opened with such banks as the Council selects banking accounts in the name of the Society into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (2) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by two of the three signatories appointed by the Society at its Annual General Meeting.

#### **42 Notices**

- (1) For the purposes of these Rules, a notice may be served on or given to a person
  - (i) by delivering it to the person personally, or
  - (ii) by sending it by pre-paid post to the address of the person, or
  - (iii) except where the Rule specifies notice in writing, by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (iii) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.



- (3) Notice may be served on a Branch of the Society by serving the notice on the person registered with the Secretary as the Secretary of the Branch.

#### **43. Alteration of the Rules**

- (1) The Rules may be amended by special resolution at any general meeting of the Society in accordance with Subsections 33 and 70 of the Act, provided that notice of the proposed amendment has been sent to each Branch at least six weeks before the date of the meeting.
- (2) The objects and purposes of the Society may be amended in accordance with Subsection 30 of the Act.

#### **44. Seal of the Society**

- (1) The seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word "Seal".
- (2) The seal of the Society shall not be affixed to any instrument except by the authority of the Council and the affixing thereof shall be attested by the signatures either of two members of the Executive Committee or of one member of the Committee and of the Public Officer of the Society or such other person as the Council may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Council.
- (3) The seal shall be held at the Society's office (see Rule 3).

#### **45. Awards**

- (1) Any member of the Council of the Society may propose a person of distinction for election as an Honorary Life Member, delivering at the same time a written statement of the grounds on which the proposal is made. The question whether the person proposed shall be elected an Honorary Life member shall be decided at a meeting of the Council, of which at least fourteen days' notice, with details of the proposal, shall be given to each member of the Council. No person shall be elected by the Council as an Honorary Life Member unless at least three-quarters of the members of the Council vote in favour thereof.
- (2) An Honorary Life Member of the Society who is a member of a Branch of the Society shall not be required to pay an annual subscription to the Society
- (3) The Pitman medal may be awarded to a person selected on the basis of high distinction in Statistics. The procedure for making the award shall be identical to that for Honorary Life Membership. The medal may be awarded at most once annually.
- (4) Each president may award one President's Award for Leadership in Statistics during their two-year tenure. This award is to recognise an individual or team who have made an outstanding contribution to leadership in statistics. It may be awarded nationally or internationally, and to members or non-members. The procedure for this award is that the president make a written proposal which is discussed and approved by the Executive committee.

#### **46. Awards Committee**

- (1) There shall be an Awards Committee consisting of the President and four other members of the Society to be elected by the Central Council, with the Secretary a non-voting member of the Committee. The elected members of the Committee shall come from at least three Branches, and one shall retire in

turn at each Annual General Meeting of Council and be eligible for re-election. It is desirable that the Committee have as broad a representation as possible.

- (2) The Committee shall make recommendations to Council concerning the award of the Pitman Medal and Honorary Life Membership. The Committee may consider proposals for such awards or act as a search committee.
- (3) For the guidance of the Committee
  - (i) Rule 45 states that the Pitman Medal is awarded on the basis of high distinction in Statistics, at most once annually.
  - (iii) Honorary Life Membership is usually awarded on the basis of service to the discipline of Statistics together with service to the Society at both branch and federal levels. The award will be conferred relatively infrequently.
- (5) The Committee shall make recommendations to Council regarding other awards and scholarships that the Society may, from time to time, establish.
- (5) All deliberations of the Committee shall be confidential to the Committee.

#### **47. Dissolution of the Society**

- (1) The Society shall be dissolved by special resolution of a general meeting of the Society in accordance with Section 88 of the Act, provided that notice of the proposed resolution has been sent to each Branch at least twelve weeks before the date of the meeting, and provided that at a prior Council meeting at least two-thirds of the members of the Council voting in person or by proxy and at least two-thirds of the Branches vote in favour of such dissolution. For the purposes of this clause a Branch shall be deemed to vote in favour of such dissolution only if the majority of its delegates voting in person or by proxy, vote in favour thereof.
  - a. If the Society should be wound up or dissolved, any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to some society or societies having objects similar or in part similar to the objects of the Society.