

**Statistical Society of Australia  
Victorian Branch Incorporated**

(Consumer Affairs Victoria registration number A0058367X)

**Rules and Regulations**

31 Mar 2020

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## Rules

### Constitution 1976, Amended 1994, 1999, 2001, 2002, 2010, 2012 Rules 2020

#### Name

1. The name of the Branch shall be 'The Statistical Society of Australia Victorian Branch Incorporated'. (Unless otherwise specified, the word Council refers throughout to the Council of the Branch.)

#### Purpose

2. The Purpose of the Branch shall be to enable statisticians to make an impact on Victorian community and industry by supporting them over the life of their careers and raising awareness of their vital contributions to public discussion. The Branch will also help to link its members with broader national statistical activities.

#### Membership

3. (a) Membership of the Branch entails membership of the Statistical Society of Australia Incorporated ("the Society").  
(b) The Branch recognizes different grades of membership as determined and published by the Society, including the grades 'full member' and 'student member'.
4. The Membership Officer shall keep and maintain a register of members in which shall be entered the full name, address, email address and date of entry of each member and the register shall be available for inspection and copying by members upon request.

#### Subscriptions

5. The Council shall determine the annual subscription of each grade of membership, provided that notice of change of subscription rates shall be given to members not less than one month prior to the due date of payment.
6. A member who falls in arrears by more than six months 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 Council shall have the power to cancel all or any part of such arrears.
7. A member who is not in arrears with their annual subscription may withdraw from the Branch by sending their written resignation to the Secretary.

#### Officers and method of selection

8. The Council shall consist of the President and Vice-President (both of whom shall be members of the Branch), and up to ten other members of the Branch. At least two Councillors shall be full members and at least one shall be a student member.

9. (a) The President shall hold office from the end of the Annual General Meeting at which the office is assumed until the end of the Annual General Meeting two years later. An extended term of office is possible under the special circumstances outlined in paragraph 13(a).
  - (b) A President-elect shall be chosen by ballot at the Annual General Meeting falling in the middle of the term of the current President. The President-elect shall assume the office of Vice-President at the end of the Annual General Meeting at which they were elected, and the office of President at the end of the next Annual General Meeting.
  - (c) During the first year of a Presidential term of office, the immediate Past President shall be the Vice-President. During the second year, the President-elect shall be the Vice-President. Under the special circumstances outlined in paragraph 13(a), other members of the Council may hold the office of Vice-President.
  - (d) The members of the Council, other than the President and the immediate Past President in the role of Vice-President, shall be chosen by ballot at the Annual General Meeting. The President may be chosen by ballot under special circumstances outlined in paragraph 13(a).
  - (e) The ballot for members of Council and, in those years where it is relevant, the President-elect or President, shall be conducted by a Returning Officer appointed by the outgoing Council. The Returning Officer shall report the result of the ballot to the President.
  - (f) Council shall have the power to appoint any member to a vacant Council position.
  - (g) The incoming Council shall hold office from the close of the Annual General Meeting at which it was elected to the close of the next Annual General Meeting.
  - (h) Nominations for members, and in those years where it is relevant, President-elect or President, shall be received in writing by the Secretary on or before a date to be determined by Council. Such nominations shall be signed by at least two members, and shall be accompanied by a written statement by the candidate of willingness to stand.
  - (i) The office of any Council member becomes vacant if the member resigns from the office or the Council by notice in writing given to the Secretary. A member who ceases to be a member of the Society will be deemed for the purposes of these Rules to have resigned from any office and the Council.
10. As soon as possible after its term commences, the Council shall elect a Treasurer, a Secretary and a Membership Officer from its members.
  11. No member shall hold the office of President for successive terms.
  12. At the Annual General Meeting, the members may appoint an Auditor, or direct the Council to appoint an Auditor, who shall not be a Councillor. Such Auditor shall hold office until the next Annual General Meeting.
  13. (a) If the President resigns for any reason during the first year of the term of office, the Council shall elect an interim President from the members of the Council as soon as possible to hold office until the next Annual General Meeting, at which a new President shall be chosen by a ballot. The interim President shall not be deemed to

have held office for the purpose of paragraph 11, and shall therefore be eligible for election as President for a full two-year term. If the President resigns for any reason during the second year of the term of office, the President-elect shall assume the office of President immediately, and may hold office until the close of the next Annual General Meeting and for the subsequent two-year Presidential term. The Council shall elect a new Vice-President from the members of the Council as soon as possible to hold office until the next Annual General Meeting.

(b) If the President-elect resigns the Council shall elect a new Vice-President from the members of the Council as soon as possible to hold office until the next Annual General Meeting, at which a new President shall be chosen by ballot to hold office for a full two-year term.

(c) If the immediate Past President resigns while Vice-President or if the previous President resigned in office, the Council shall elect a new Vice-President from the members of the Council as soon as possible to hold office until the next Annual General Meeting. In the event of a vacancy in any of the other offices of the Branch, the Council shall elect a new officer from the members of the Council as soon as possible to hold office until the next Annual General Meeting.

### **Committees**

14. (a) The Council may appoint an Executive Committee of its own body and Committees of members with such terms of reference as it thinks fit.
- (b) The Council may also appoint members to form joint committees with other Branches or with other organizations.

### **Powers and duties**

15. The Council shall have power to do all things necessary to promote the Purpose of the Branch. The powers of the Council shall include:
  - (a) the control of 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 Council allows the copyright to be specially reserved by the contributor; and
  - (d) the making, amending, 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 Annual 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 Annual General Meeting.
16. The President shall preside at all meetings of the Branch, Council, and committees at which they are present. Decision of Council shall be made by simple majority vote. In the case of an equality of votes at all such meetings, the President shall have a second or casting vote.
17. 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 member of

Council elected by and from the members of the Branch present shall preside and shall act with all the powers of the President.

18. The Treasurer shall:
  - (a) receive all moneys due to the Branch and deposit them in a bank or banks approved by the Council;
  - (b) under the direction of the 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 Council shall from time to time direct; and
  - (d) keep proper books of account of their receipts and payments and prepare a summary of their accounts for each year ended 31<sup>st</sup> December for inclusion in the Council's annual report.
19. Branch's cheques or electronic transactions shall be signed by any two of the President, Vice-President, Secretary and Treasurer.
20. The Membership Officer shall be responsible for maintaining the register of members and liaising with the Society on Membership matters.
21. (a) The Secretary shall, under the direction of the Council, conduct the correspondence of the Branch, keep a record of the proceedings at all meetings of the Branch and Council, and issue and receive all requisite notices.
  - (b) Except as otherwise provided in these rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Branch, including the Rules and Regulations of the Branch.
  - (c) All accounts, books, documents and securities of the Branch shall be available for inspection and copying by any member of the Branch upon request.
22. If an Auditor has been appointed at the Annual General Meeting, as per paragraph 12, then the Auditor shall audit the Treasurer's accounts for the previous year, or as agreed by the Annual General Meeting, and shall make a report to the Council.

### **Meetings**

23. Events (other than Annual General Meetings and Special General Meetings) of the Branch shall be held at such times as the Council shall direct. Events may include any activities that the Council deems promotes the Purpose of the Branch. At least seven days' notice of such Events shall be sent to members. No resolutions shall be passed at these Events. Guests may be admitted to specific Events on decision of Council.
24. (a) The Annual General Meeting shall be held on such a day in the month of March of each year as the Council shall direct. The business of this meeting shall be to receive and discuss a report from the Council and the abstract of the Treasurer's Accounts; to discuss questions relating to the structure and management of the Branch and of the Society; and, at the discretion of the Council, to hear papers and reports on subjects of interest to the Branch. Guests may be admitted to all Annual General Meetings.
  - (b) Upon any question arising at the Annual General Meeting of the Branch a

member may vote personally or by proxy. Only a member of the Branch may be appointed to act as proxy.

(c) 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.

(d) The notice appointing the proxy shall be in the form set out in Appendix 1 to these Rules.

25. A Special General Meeting may at any time be called by order of the Council, and shall be so called within 30 days after the receipt by the Secretary of a written request by at least 20 full members specifying the resolutions to be moved. At least 21 days' notice of such a meeting shall be sent to members, and the resolutions to be moved shall be stated in the notice. No other resolutions shall be proposed at such a meeting. A member may vote by proxy subject to the same conditions and procedure as for the Annual General Meeting. Guests may be admitted to Special General Meetings on decision of Council.
26. The Council must meet at least twice each year at such places and times as the Council determines.
27. At all Council and General Meetings no item of business may be conducted unless a quorum of members entitled to vote is present at the time the meeting is considering the item. At meetings of the Council, a quorum shall be constituted by at least half the members of the Council. At Special General Meetings, any ten members shall constitute a quorum. At Annual General Meetings, any fifteen members shall constitute a quorum. If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present the meeting must be dissolved. At all meetings resolutions, except those to amend the Rules, shall be passed by simple majority vote.

#### **Statistical Society of Australia Inc. ("the Society")**

28. The Branch shall conform to the provision of the Rules and Regulations of the Society.
29. The Council shall appoint members of the Branch as delegates to the Central Council of the Society.
30. A member of the Branch who is an Honorary Life Member of the Society shall not be required to pay an annual subscription to the Branch, but shall have all privileges of full membership of the Branch.

#### **Dissolution**

31. (a) The assets and income of the Branch shall be applied solely in furtherance of its above-mentioned Purpose and no portion shall be distributed directly or indirectly to the members of the Branch except as bona fide compensation for services rendered or expenses incurred on behalf of the Branch.

(b) If the Branch should be wound up or dissolved, any assets remaining after the satisfaction of all its debts and liabilities shall be given or transferred to some society which is not carried on for the profit or gain of its individual members and having purposes similar to or in part similar to the Purpose of the Branch.

### **Amendment of the Rules**

32. The Rules may be amended or altered only at a Special General Meeting or an Annual General Meeting. Each member of the Branch shall be notified of the proposed amendments or alterations not less than 21 days before such a meeting. To become effective, an amendment shall receive an affirmative three-quarters vote of those present and voting.

### **Notices**

33. Any notice may be served upon and any communication may be sent to any member of the Branch by sending it according to the methods described in the Regulations and addressed to such member at their address as registered in the books of the Branch. Any notice or communication shall be deemed to have been served or delivered within three working days of the day on which it was sent. 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 meetings.

### **Funds**

34. The funds of the Branch shall be derived from membership subscriptions, workshop and course fees, donations and such other sources as the Council determines.

### **Code of Conduct**

35. Members of the Branch are expected to abide by the Code of Conduct as defined by the Society. Paragraphs 36 and 37 below are intended to summarise some of the general provisions that are covered.
36. The conduct of all members is expected to be appropriate at all times. Members shall refrain from engaging in unacceptable behaviour, 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, national origin, gender identity or expression, or physical appearance.
37. When attending events or conferences run by the Society, members are required to abide by the event or conference Code of Conduct in addition to the Society's Code of Conduct. Any breaches of the relevant Code may be reported to and recorded by the Society. To assist them in their selection of speakers and awardees (who may be members or non-members) that best represent the Society'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 Society. Chairs of these committees will be informed of the nature and seriousness of any records associated with nominated individuals.

### **Disciplinary procedures**

38. (a) In the event of any member's conduct being considered detrimental to the interests of the Branch, such member may be expelled by the unanimous vote of the Council, provided no fewer than seven members, or all members, whichever is the smaller number, are present.
- (b) In the event that any member's conduct is considered by the Council to be in persistent breach of the Rules of the Society (which includes the Society's Code of Conduct) or prejudicial to the interests of the Society or the profession, the Council may, by ordinary vote, refer the member to the Council of the Society for disciplinary action according to the Rules and procedures of the Society.
- (c) In the case of any disciplinary action under either (a) or (b) resulting from resolution of either the Council of the Branch or the Council of the Society, the member has rights of appeal to the Society as specified in the Rules of the Society.

### **Disputes**

39. If any dispute arises under the provisions of these Rules either between a member and another member or between a member and the Branch, a mediator will be appointed by mutual agreement to resolve the dispute. In case of no agreement, the mediator will be appointed by the Council for disputes between members, or by the Society for disputes between a member and the Branch.



# Appendix 1 to the Rules

**Statistical Society of Australia  
Victorian Branch Incorporated**  
(Consumer Affairs Victoria registration number A0058367X)

## NOTICE OF APPOINTMENT OF PROXY

*This notice must be given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.*

PLEASE PRINT

I,

.....

nominate

.....

to exercise my proxy vote at the

.....

meeting of the Statistical Society of Australia: Victorian Branch

Signature ..... Date .....

Note. A proxy must be a financial member of the Branch. Non-members will not be allowed to exercise a proxy vote.

# **Regulations**

## **Regulations 2010, Amended 2020**

### **Notices**

1. Notices and communications shall be sent to members by email using the email address supplied by each member. It is each member's responsibility to inform the Secretary of the Branch of any change of email address.