

Branch Regulations  
(Australian and New Zealand Society of Nuclear Medicine)

*Name:*

1. The name of the Branch shall be “the specific state/territory or New Zealand Branch” of the Australian and New Zealand Society of Nuclear Medicine Incorporated

*Definitions*

2. In these Rules:

"Branch" means a body of members formed to represent society members within a region or territory and having all the powers specified in the Society Constitution or by the Board from time to time.

“Branch Committee” means the representatives of the Branch chosen by its members to manage its affairs.

“Regulations” means the rules that govern the operation of any Branch of the Australian and New Zealand Society of Nuclear Medicine Incorporated as approved by the Board from time to time”

“Branch Representative” means the person elected by the Branch members to the position of director on the Board as the representative of the Branch in accordance with the Constitution.

“Board” means the Board of Directors of the Society.

“Constitution” means the Constitution of the Society.

“Society” means the Australian and New Zealand Society of Nuclear Medicine Limited”

“Member" means a person admitted to membership of the Branch in accordance with the membership requirements of the Constitution”

*Objectives*

3. The objectives of the Branch will be to promote the objectives of the Society in the relevant state, territory or geographical region within Australia and New Zealand.

*Membership*

4. Membership to the Branch will be determined by the Board in accordance with the Constitution.

### *Meetings*

5. Only Honorary Life members and Ordinary members are entitled to vote at any general meeting of the Company”.
6. Each Branch will hold an Annual General Meeting no later than thirty (30) days prior to the Annual General Meeting of the Society.
7. Unless otherwise specified in these Regulations , the conduct of and notices required for the meeting procedures will be in accordance with the Society Constitution.
8. A quorum for an Annual General Meeting of the Branch will be 10% of the Branch members.
9. The Branch will endeavour to hold a minimum of three (3) general Meetings during each year.
10. The Branch will at its Annual General Meeting appoint:
  - (a) a committee to manage its affairs, and
  - (b) the Branch Representative,in each year that the Branch Representative or any members of the committee are due to retire
11. The Branch Committee will at least twenty-eight (28) days prior to the holding of the Branch Annual General Meeting call for nominations for:
  - (a) the positions becoming available on the Branch Committee, and
  - (b) the Branch Representative (if required).
12. Any two (2) members of the Branch will be at liberty to nominate any other member to serve as a member of the Committee or as the Branch Representative.
13. The nomination will be in writing and signed by the nominee and his proposer and seconder and will contain not less than the following particulars:-
  - (a) the name of the nominee, and
  - (b) a brief biography of the nominee including such personal and business details as the nominee deems appropriate
14. Nominations may be proposed by the existing committee and / or called from the floor at an AGM where insufficient nominations have been received prior to the meeting

*Business to be conducted at an Branch AGM*

15. The business of the Annual General Meeting will include:
  - (a) confirmation of the minutes of the previous Annual General Meeting or Extraordinary General Meeting,
  - (b) receipt, approval and adoption of the Annual Reports by the Chair, the Treasurer, and the Branch Representative serving as a member of the Board of the Society.
  - (c) receipt, approval and adoption of the Financial Statement for the past financial year,
  - (d) a budget estimate for the ensuing year, and
  - (e) where appropriate, election of Committee members to replace those retiring.
16. The Branch may transact other business at its Annual General Meeting without prior notice.

*Extraordinary General Meetings*

17. An Extraordinary General Meeting may be called only:
  - (a) on the decision of the Committee, or
  - (b) on receipt of a written request from not less than twenty (20) financial members of the Branch, delivered to the Secretary clearly stating the subject or subjects to be discussed and signed by the members making it, and
  - (c) Prior to calling an Extraordinary General Meeting, the Secretary will notify the Branch Committee and the Board of the requisition and the Branch Committee will invite submissions from and liaise with the nominated representative of those requisitioning the meeting to endeavour to resolve the issues giving rise to the requisition. Should the parties be unable to resolve the issues within 28 days of the Secretary first receiving the requisition then the Branch Committee will direct the Secretary to convene an Extraordinary General Meeting to be held not less than 90 days after the date of the requisition at such time and place as the SIG Committee may determine
  - (d) any such a meeting must be held within ninety (90) days of receipt of the request by the Secretary.

No other subject may be discussed at such meeting.

18. The quorum for an Extraordinary General Meeting will be 10% of the Branch members present in person and entitled to vote.

19. A simple majority of those present at any meeting or voting by proxy will be sufficient for the passing of a resolution submitted to a General Meeting.
20. The Chairperson or in their absence the Secretary or in the absence of them both some person elected by the meeting will act as chairman of the meeting.
21. The chairman of the meeting will have a second or casting vote in the event of a tied vote.

*Branch Committee*

22. The Branch Committee will consist of a minimum of three (3) and a maximum of ten (10) elected members All elected members of the Branch Committee:
  - (a) will be appointed for a term of two (2) years and
  - (b) must be:
    - i) financial members of the Society, and
    - ii) Entitled to vote in proceedings of the Society.
23. The Branch will endeavour to obtain balanced representation from each of the professional groups.
24. The Committee will consist of:
  - (a) the Chairperson,
  - (b) the Secretary,
  - (c) the Treasurer,
  - (d) the Branch Representative, and
  - (e) any other member of the Branch who may be serving as a member of the Board.
  - (f) other financial members of the society
25. Those elected to or holding positions on the Committee will determine the positions of Chairperson, Secretary and Treasurer and may determine that the positions of Secretary and Treasurer be a combined single position held by one person.
26. The Branch Representative may also be nominated for and hold the position of Chairperson, Secretary and Treasurer on the Committee.
27. All Committee Members are eligible for immediate re-election provided that they may not serve more than three consecutive two-year terms.

28. A quorum of the Committee shall be at least two (2) members, one of whom must be either the Chairperson, Secretary or Treasurer.
29. Each Branch committee will appoint an Executive. The Executive shall consist of two Branch office bearers and will be responsible for the day-to-day running of the affairs of the Branch.
30. The position of any member of the Committee will automatically become vacant if such member:
  - (a) ceases to be a financial member of the Society, or
  - (b) is absent without leave from two (2) consecutive meetings of the Committee.
31. If for any reason a casual vacancy occurs, the Committee will elect a member to fill the position until the next Annual General Meeting and any person so appointed will hold such position for the remainder of the term of the person whose position is being filled.

#### *Finance*

32. The Treasurer will be responsible to the Committee for the financial affairs of the Branch, including full details of all receipts and expenditure connected with the activities of the Branch.
33. The Committee will:-
  - (a) ensure that all Branch expenditure is related to pursuit of the objectives of the Society within its region, and
  - (b) cause the financial affairs to be managed in a manner consistent with the financial requirements as determined by the Board from time to time.
34. Society funds may only be held in financial institution accounts opened in the name of the Society, utilising the Society ABN number. The governance of all bank accounts remains the responsibility of the Board and prior approval must be sought from the Board for all banking activities.

#### *The Financial Year*

35. The financial year of the Branch will be consistent with that determined by the Board.

#### *Procedures*

36. The committee will develop and periodically review (not less than every five years) a document outlining the procedures and functions of the committee in accordance with these regulations.
37. Alterations to the procedural documents referred to in clause 36 above may be affected by the SIG Committee in a manner consistent with the objectives of the SIG as determined by the Council, provided that:
  - (a) day to day procedural changes do not require Council approval;
  - (b) alteration to procedures that may cause the business of the committee to be challenged by the Council or the Society will be put forward to the Council for consideration and approval

*Alterations to these Rules*

38. Regulations may be reviewed and altered by the Board from time to time to reflect Constitutional requirements and facilitate the day to day operation of the Society
39. Other request for alteration to these Regulations to be considered by the Board must be in writing and received by the Society Secretary at least one hundred and twenty (120) days before the Society Annual General Meeting. Such requests must be proposed by:
  - (a) a financial member of the Society with support from ten (10) financial members of the same branch , or
  - (b) the Branch Committee