

## The Australasian Institute of Mining and Metallurgy Southern Queensland Branch Rules

### GLOSSARY

**Branch Members:** Financial AusIMM members of all grades in Branch territory (**section 2.1**).

**Branch Representatives:** Branch members who are not part of the Committee, but have been nominated to represent the Branch for a substantive Branch activity.

**Community:** People in the industry or wider population, not necessarily just AusIMM members or employees.

**Chair / Vice Chair:** Accountable for strategy, planning, and execution in line with the priorities and values of the AusIMM and Branches. Approves budgets. The Vice Chair is responsible for organising either the JK Lecture or the Annual Meeting.

**Committee Guests:** Representatives from the community who are not necessarily Branch members, but who are invited to undertake a substantive Branch activity.

**Committee Members:** Representatives of the Branch Members (ref 3.1).

**Corporate Members:** Branch Members who are financial and have voting rights.

**Ex-Officio Committee Members:** Includes - AusIMM Directors (past, present) who are from or have previously been affiliated with our Branch and AusIMM employees in Branch territory.

**Institute Employees and Representatives:** Those employed by AusIMM and who have not identified as a Committee Member.

**Secretary / Deputy Secretary:** Governs Committee standards and manages processes relating to records and communications. Ensures meetings are effectively organised and minuted, record keeping and storage is effective, and communications meet internal standards.

**Student Chapter Office Bearers:** Elected Office Bearers for the local student chapter, who are not a nominated **Committee Member**.

**Treasurer / Deputy Treasurer:** Oversee accounts on behalf of the Committee and the Branch. Governs standards and requirements for budgets. Endorses budgets. Arranges Electronic Funds Transfers.

## 1 STATUS

### 1.1 Branch Status

- 1.1.1 The name of the Branch shall be the Southern Queensland Branch of the Australasian Institute of Mining and Metallurgy (the AusIMM).
- 1.1.2 The territory of the Branch shall be the Southern Queensland region, extending from the southern border of the Central Queensland Branch (approximately Sunshine Coast) to the QLD / NSW border, and to the border of South Australia (approximately Birdsville) and Northern Territory unless other Branches are established within the defined territory.
- 1.1.3 There is no dedicated postal address of the Branch. The e-mail address is: southqld@ausimm.com.au

## 2 MEMBERSHIP

### 2.1 Branch Members

- 2.1.1 Members of all grades in the AusIMM, whose address falls within the designated area or who so elect, shall be members of the Branch (herein referred to as Members).

## 3 COMMITTEE & OFFICERS

### 3.1 Composition of Committee & Officers

- 3.1.1 Branch affairs, subject to the rules of the AusIMM, shall be governed by a Committee consisting of up to twenty-five (25) Committee Members who shall represent the Branch Members.
- 3.1.2 Officers of the Committee shall be: Chair, Vice Chair, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer and such other officers as deemed necessary.

### 3.2 Election of Committee

- 3.2.1 Committee Members shall be elected by ballot of Branch Corporate Members. Elections may be conducted by any means deemed appropriate by AMT and the Branch i.e. electronic voting, election held at a Branch meeting or Annual Meeting .

### 3.3 Election of Committee Office Bearers

- 3.3.1 The Chair, Vice Chair, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer shall be elected by the Committee. All Office Bearer positions must be filled by Branch Members who have been accepted onto the Committee. These roles are 'honorary' which means that they are filled by Committee members (i.e. are not paid or outsourced positions filled by entities external to the Committee or Branch).
- 3.3.2 Office Bearer responsibilities can be delegated to the respective Vice or Deputy. This can be in instances where the Office Bearer will be unavailable and this may impact timely decision making.
- 3.3.3 Ordinarily, the delegation will be undertaken by the Office Bearer, in writing to the Committee.
- 3.3.4 In special circumstances (accident, misadventure, etc.), the Committee can affect the delegation of an Office Bearer. In this case, a delegation must be in written format and all other Committee members must be informed (e.g. via a group email)..

### 3.4 Notification of elections

- 3.4.1 The Secretary shall send out a notice to all Branch Members calling for Committee Member nominations at least twenty one days prior to elections. If insufficient nominations are received, the Committee shall have the power to elect members to fill vacancies. If nominations exceed vacancies then a vote shall be undertaken by Branch Corporate Members as per 3.2.

### 3.5 Nominations

3.5.1 All Branch Members are eligible to nominate themselves as a candidate for Committee Member election. Nominations for the Chair and Committee shall be endorsed and signed by two members and delivered to the Secretary seven days prior to election or appointment.

### 3.6 Term of Office

3.6.1 Officers of the Branch shall be elected for two (2) years with no member serving more than two (2) consecutive terms in one role, to encourage succession planning.

3.6.2 Elections for various Officers of the Branch will be staggered to encourage succession planning and reduce mass turnover in any given year.

3.6.3 Past Officers of the Branch are invited to remain on the Committee in immediate Past roles for a term of one year, and then on the general Committee.

### 3.7 Other Representatives additional to the Committee

3.7.1 Other Representatives, additional to Committee Members, may be required from time to time to partner with the Committee and contribute to Committee business, and may attend and contribute to Committee meetings and activities as well as Branch activities. These Representatives will not be counted as part of quorum or have voting rights and they must abide by the AusIMM code of practice.

3.7.1.1 **Branch Representatives:** *The Committee may appoint a member of the Branch as Branch Representative to the annual AusIMM Congress, or for any other purpose.*

3.7.1.2 **Ex Officio Committee Members:** *Ex-Officio Committee Members may include but not be limited to; current AusIMM Board members, AusIMM employees who are Branch Members or otherwise associated with the Branch, President and Immediate Past President of the local Student Chapter.*

3.7.1.3 **Guests:** *Guests are not members of the AusIMM, and they bring a requisite skill or capability, or strengthen connection in the community. Committee Members may invite guests to any Branch meeting provided the inviter provides prior notice of the intention to invite a guest and there are no reasonable objections. A Guest may be invited over an extended period. The Guest will not have any voting rights.*

3.7.2 Should a vacancy in the Committee arise for any reason, the Committee shall have the power to elect a successor for the unexpired portion of the term.

### 3.8 Sub Committees

3.8.1 **Appointment of sub-committees.** The Committee may appoint sub-committees for any purpose and appoint any Committee Member or Branch Representative to lead such a sub-committee.

3.8.2 **Recommended Sub-Committees.** For the Southern Queensland Branch, the recommended sub-committees will be Technical Events sub-committee, the JK Fund sub-committee, and the JK Lecture sub-committee.

### 3.9 Committee Performance

3.9.1 Committee Members will act in line with the AusIMM values. All Committee Members shall be active in that they will contribute directly through their position and/or through positions within a sub-committee.

3.9.2 Should a Committee Member be unable to attend four meetings in a row without leave and fails to resign or obtain leave, the Committee after due warning may appoint a substitute until the next election.

3.9.3 A Committee Member may resign at any time by writing to the office bearers. Leave may be taken at anytime by writing to the Committee distribution list to notify that they are unable to attend.

## 4 MEETINGS

### 4.1 Branch Meetings and Annual General Meeting

- 4.1.1 It is not a legal requirement for Branches to hold Annual General Meetings however if a meeting is to be held it is recommended that it be held in the 4<sup>th</sup> quarter of the year.
- 4.1.2 Branch Meetings can be called at the discretion of the Chair or on the request of at least five (5) Committee Members, and no more frequently than quarterly.
- 4.1.3 A quorum at a Branch Meeting including Annual General Meeting shall be ten (10). If a quorum is not achieved, then a further meeting for the same purpose may be convened to take place no less than 14 days later and whatever the number of members then present shall constitute a quorum.

#### 4.2 **Ordinary Committee Meetings**

- 4.2.1 The Branch Committee shall aim to hold monthly Committee meetings through the year. Additional meetings can be called at the discretion of the Chair or on the request of at least five (5) Committee Members.
- 4.2.2 A quorum at Committee meetings shall be seven (7) and shall include at least two (2) Office Bearers.

#### 4.3 **Voting**

- 4.3.1 Motions arising at any meeting shall be decided by a majority of votes, provided there is a quorum, and if voting is equal, the Chair shall have a second or casting vote.

### 5 **ACCOUNTS**

#### 5.1 **Bank Account and Special Accounts**

- 5.1.1 The AusIMM shall manage, audit and maintain a bank account on behalf of the Branch. Payments shall be undertaken via Electronic Funds Transfer and must be authorised by the Branch Chair and arranged by the Treasurer.
- 5.1.2 On behalf of the AusIMM and/or Branch Members, the Branch or Committee as appropriate may operate special bank accounts such as the JK Fund.....

#### 5.2 **Books**

- 5.2.1 Books of the account shall be kept by the AusIMM. The Treasurer shall present monthly statements from the bank to the Branch Committee members. If a Branch member desires a copy of the annual statement, this can be undertaken at a meeting of Branch Members or via direct email.

#### 5.3 **Financial Prudence**

- 5.3.1 The Committee will ensure that a Southern Queensland Branch budget is prepared by the committee and approved by the annually. The budget process should be not overly arduous, be fit for purpose, and represent an estimate of likely expenditure given the projected activities for the year.
- 5.3.2 Each AusIMM Branch event should have a budget prepared prior to the event, and endorsed by the relevant sub-committee, reviewed and endorsed by the Treasurer, and approved by the Chair prior to each Branch meeting (Technical, JK, Annual Meeting etc). This budget will be kept as a record.
- 5.3.3 The Southern Queensland Branch oversees significant funds in both the Branch Account and JK Fund, and from time to time requires timely approval of budget or expenditure. All planned or proposed expenditure related to Branch accounts will be communicated to the Treasurer and Chair for approval prior to commitment to the expenditure.
- 5.3.4 The following Authorities are recommended; Branch Chair can approve expenditure up to two-thousand dollars (\$2,000) and will inform the Committee in writing. Committee Meeting approval is required for amounts over two-thousand dollars (\$2,000).

### 6 **AMENDMENT OF RULES**

#### 6.1 **Amending Branch Rules**

- 6.1.1 Branch rules may be amended or altered by majority vote of Branch Members at any Branch meeting provided at least fourteen days (14) notice of the proposed amendment shall be given to all Branch Members. Such a Branch meeting must have a quorum of twenty (20) Corporate Branch Members.
- 6.1.2 An amendment shall not be effective until it has been approved by the AusIMM Board in accordance with the relevant AusIMM By-Laws.