

NSW BRANCH RULES

CONSTITUTION FOR THE AUSTRALIAN AND NEW ZEALAND FORENSIC SCIENCE SOCIETY NEW SOUTH WALES BRANCH INCORPORATED

This constitution is supplementary to THE AUSTRALIAN AND NEW ZEALAND FORENSIC SCIENCE SOCIETY INCORPORATED Rules of Association (current version 8, 2016)

PART I – PRELIMINARY

1.1 Name

The name of the Association shall be THE AUSTRALIAN AND NEW ZEALAND FORENSIC SCIENCE SOCIETY NEW SOUTH WALES BRANCH INCORPORATED (hereinafter Referred to as “the Branch”).

1.2 Definitions

"General Member" means a member of the Committee who is not an office-bearer of the association as referred to in rule 3.2.

"Secretary" means

- (a) the person holding office under these rules as secretary of the association: or
- (b) where no such person holds that office - the public officer of the association;

"special general meeting" means a general meeting of the association other than annual general meeting:

"Code of Ethics" is a code of behaviour which all Branch members should adhere to. The Code of Ethics adopted initially shall be the Code of Ethics of *the Society*.

"*the Society*" means the incorporated association of The Australian and New Zealand Forensic Science Society Incorporated. The Society is incorporated in Victoria.

"*the Branch*" means this Association which is a Branch of *the Society*. This Branch and its members are members of the ANZFSS Society and are subject to the "Rules of Association" of "the Society"

"*the Committee*" means the governing body for the branch, including office bearers and general members as elected by the Branch membership, in accordance with Part III of these rules

"*the Constitution*" refers to the rules of the Branch of the association referred to as "The Australian and New Zealand Forensic Science Society Incorporated". In this case the NSW Branch

"*the Act*" means the *Associations Incorporation Reform Act 2012 (Vic)* or for NSW branch specific business refers to *the Associations Incorporation Act 2009 (NSW)*

"*the Regulation*" means the Associations Incorporation Regulations for both acts referred to above.

"*the Rules of Association*" refer to the "Rules of Association of The Australian and New Zealand Forensic Science Society Incorporated"

"Central Membership Administration" is the central register for all Society membership applications and member information,. It is responsible for processing all membership applications, renewals including maintenance of the same, as per requirement under the Associations Incorporation Reform Act 2012 (Vic).

1.3 Objects and Purposes

The objects of the Branch are, in accordance with the Rules of Association, namely:

- a) To advance the study and application of forensic sciences.
- b) To facilitate association of and collaboration and interchange of information between persons who are, or have been, occupationally involved in forensic activities or in scientific investigation, or have a legitimate and bonafide interest in forensic sciences.

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- c) As a means to these ends: to organise meetings, lectures, discussions and demonstrations: to publish and circulate written material for the purpose of publicising the activities and proceedings and projected activities and proceedings of the Branch; and to adopt any other appropriate means for the advancement of the Branch and of its objects.

Particularly: to organize, alone or in collaboration with other Branches, a biennial symposium on the forensic sciences.

- d) The Branch shall be a non-profit association.

1.4 The provisions of the Interpretation Act, 1987, 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.

PART II - MEMBERSHIP

2.1 Membership qualifications

A person is qualified to be a member of the association if but only if:

- (1) The person is a person referred to in Section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after Incorporation of the association under the Act; or
- (2) the person is a natural person who:
 - (a) has been nominated for membership of the association as provided by rule 2.3; and
 - (b) is a person who has an interest or involvement as described in rule 2.2 and is approved for membership by the Branch.
- (c) Membership of an individual within the Society will cease if that membership is terminated pursuant to Section 2.4 and 2.6 of the Branch rules, and Division 2 of Part 3 of the Society rules.

2.2 Membership of the Society shall comprise:

- a) Professional Member
 - b) General Member
 - c) Life member
 - d) Student Member
 - e) Associate Member
- (1) Life membership may be granted to a General or Professional member who has made an outstanding and sustained contribution to the Society over a period of time. Nomination must follow the rules of Association Section 10(1). This membership is indefinite and no further subscription need be paid. Life membership will cease if that membership is terminated in accordance with 2.1(2)(c)
 - (2) Professional membership may be granted upon application by a general member who has had continuous General membership for a period of at least 3 years, or has made an equivalent professional contribution to a forensic-related field; and in addition to the criteria as defined within the Society rules in section 10(2).
 - (3) General Member is a member who has current or previous employment in a forensic discipline or employment in a field related to forensic science, and has a qualification from an accredited tertiary institution or equivalent relevant experience.
 - (4) Student membership may be granted to a person who is currently enrolled in full time study at an accredited tertiary institution and has an active interest in forensic science. A student application must be supported by appropriate documentation.
 - (5) Where a member is also a member of a Society affiliated with the Australian and New Zealand Forensic Science Society Inc they may apply for either General or Associate membership of the Branch.

2.3 Nomination for Membership

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- (1) A nomination of a person for membership of the association:
 - a) Shall be made by an applicant to the branch through the on-line central membership administration. The application must be endorsed by two financial members of the Branch.
 - b) The nominated financial members are contacted by central membership administration or delegate to confirm their endorsement.
 - c) The branch Secretary is notified upon confirmation of membership application.
- (2) In the absence of endorsement by an existing member, and as soon as practicable:
 - a) The branch Secretary is notified by the central membership administration ; and,
 - b) The branch is responsible for pursuing the membership application further and notifying the central membership administration of the Branches decision regarding acceptance or rejection of the membership application.
- (3) The Central membership administration is responsible for updating the branch Secretary when new memberships are accepted and for all membership renewals.
- (4) The nominee becomes a member of the association upon acceptance of the application.

2.4 Cessation of Membership

A person ceases to be a member of the Society if the person:

- a) dies,
- b) resigns that membership, or
- c) is expelled from the Society, or
- d) on his/her becoming of unsound mind within the meaning of the Mental Health Act 2007 (NSW).

2.5 Membership entitlements not Transferable

A right, privilege or obligation which a person has by reason of being a member of the Society:

- a) is not capable of being transferred or transmitted to another person; and
- b) terminates upon cessation of the person's membership.

2.6 Resignation of Membership and Expulsion

- (1) Any member may by writing to the Secretary of the Branch, or through the central membership administration, resign his/her membership. Any member whose subscription remains unpaid by the end of the relevant financial year or on resignation or expulsion, after it has become due and payable upon being duly notified by the central membership administration.
- (2) Any person ceasing to be a member by reason of resignation, non-payment of subscriptions, or upon removal, shall remain liable for payment to the Branch of all subscriptions due at the time of his ceasing to be a member.

2.7 Register of Members

- (1) The Central membership administration is responsible for updating and maintaining the member register as required under the Associations Incorporations Reform Act 2012 (Vic)
- (2) The Branch is responsible for notifying the central membership administration of member resignation, or any other membership changes as notified through the Branch Secretary..
- (3) The member register for the Society shall be open for Inspection, free of charge, by any member of the Society at any reasonable hour.

2.8 Fees, Subscriptions, etc.

- (1) An annual subscription is payable at the time of joining, and subsequently at the beginning of each financial year after that.

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- (2) Membership payment is facilitated through the central membership administration; the branch will receive funds from the Executive Treasurer, equivalent to the membership amount minus capitation fee.
- (3) The central membership administration facilitates notification of membership renewals.
- (4) The branch is refunded the membership fee paid minus capitation fee for each member.

2.9 Members liabilities

The liability of a member of the Branch to contribute towards the payment of the debts and liabilities of the Society or the cost, 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 2.8.

2.10 Disciplining of Members and right of appeal

- (1) The Branch office bearers may take disciplinary action against a member of the Branch in accordance to Division 2 of the Society Rules of Association, if the Branch decides the member:
 - (a) Has failed to comply with these rules;
 - (b) Refuses to support the purposes of the Society;
 - (c) Has engaged in conduct prejudicial to the Society; or,
 - (d) Any other matter of sufficient ethical seriousness as determined by the Branch or Society.
- (2) The member has a right of appeal in accordance with Division 2, Society Rules of Association,.

PART III – BRANCH COMMITTEE AND OFFICE-BEARERS

3.1 Branch Committee Powers

The business of the Branch must be managed by or under the direction of the branch Committee (as per Part III of the Branch constitution) and the Society Council (refer Part 4 of the Society Rules of Association)

- (1) The Branch shall form a governing body, which will include Office Bearers and general members elected by the Branch membership, as in Rule 3.2. This group shall be called the committee of management of the Branch (here-in referred to as ‘the Committee’. The Committee are subject to the Act, the Regulation, Branch Constitution and Society rules, and to any resolution passed by the Branch or Society in a general meeting.
- (2) The Committee”
 - (a) shall control and manage the affairs of Branch:
 - (b) may exercise all such functions as may be exercised by the Branch other than those functions that are required by these rules to be exercised by a general meeting of members of the Branch; and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable to fix the proper management of the affairs of the Branch.
 - (d) The Committee may make By-Laws to clarify any powers given to it under these rules, but may not alter the intent of these rules. New By-Laws only become effective after the date of informing members of their content, and in consultation with the Society Council.

3.2 Constitution and Membership

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of:
 - (a) the office-bearers of the association; and
 - (b) ordinary members, each of whom shall be elected at the annual general meeting of the Branch pursuant to rule 3.3.
- (2) The office-bearers of the association shall be:

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- (a) the president,
 - (b) the vice-president,
 - (c) the treasurer, and
 - (d) the secretary.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the Branch annual general meeting following the date of the member's election, but is eligible for re-election.
 - (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the next Branch annual general meeting following the date of the appointment.

3.3 Election of Members

Members of the Branch may nominate themselves, or another Branch member with their consent.

- (1) Nominations of candidates for election as office-bearers of the Branch or as ordinary members of the committee:
 - (a) shall be made in writing, signed by two members of the branch and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the secretary of the branch not less than 7 days before the date fixed for the holding of the Branch annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Branch annual general meeting.
- (3) If insufficient further nominations are received, any vacancy remaining on the committee shall be deemed to be casual.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the Branch annual general meeting in such usual and proper manner as the committee may direct.
- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

3.4 The President and Vice President:

The President may delegate the Vice President as their representative for any official engagement. The President may also delegate another office bearer as a representative of the Branch if deemed appropriate.

- (1) The President shall:
 - (a) Shall not hold office for more than six years continuously.
 - (b) Shall act as the Chief Executive Officer of the Branch.
 - (c) Be the official representative of the Branch at Society Council meetings as per Division 4 of the Society Rules of Association.
 - (d) Represent the Branch at other official engagements the branch is invited or requested to be represented.
 - (e) Manage and direct the day to day business of the Branch and supervise the work of the Officers and Sub-Committees of the Branch.
 - (f) Be the Chairperson of meetings of the branch and committee, or delegate another committee member.

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- (g) Have the casting vote where voting is tied at a Meeting but otherwise not vote.

3.5 Secretary

The Secretary must perform any duty or function required under the Act of an Incorporated Association.

- (1) The Secretary of the association shall, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the Secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting;
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

3.6 Treasurer

It is the duty of the treasurer of the association to ensure that:

- (1) all money due to the association is collected and received and that all payments authorised by the association are made; and
- (2) correct books and accounts are kept, showing the financial affairs of the association, including all details of all receipts and expenditure connected with the activities of the association.

3.7 Public Officer

- (1) The Public Officer shall be appointed at Annual General Meetings of the Branch and shall hold office as prescribed in these Rules. The Public Officer shall, in accordance with The Act, be a resident of the New South Wales.
- (2) The Public Officer is not a Committee member unless holding another office.
- (3) The obligations of the Public Officer under The Act are:
 - (a) to notify the Commissioner of their appointment within 14 days of the AGM.
 - (b) to notify his change of address within 14 days.
 - (c) to notify alterations to these Rules or the results of a Special Resolution within one month.
 - (d) to make application for approval of a change of name within the prescribed time.
 - (e) to lodge with the Registrar the documents required by Section 27 of The Act in respect of the branch Annual General Meeting within one month of the date of that Meeting.

3.8 Casual Vacancies

- (1) For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies;
 - (b) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
 - (c) ceases to be a member of the association;
 - (d) resigns office by notice in writing given to the secretary;
 - (e) is removed from office under rule 2.10;
 - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

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3.9 Grievance

- (1) Grievance procedures between two members and/or a member and the Council will be in accordance with Part 3, Division 3 as defined by the Society Rules of Association.

3.10 Meetings and Quorums

- (1) The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under 3.10(3) shall specify the general nature of the business to be transacted at the meeting.
- (5) Allowance will be made to table new Business if required, at all meetings and by any member of the committee.
- (6) A quorum for Committee Meetings shall occur when not less than 30 percent of the allocated votes can be cast.
- (7) No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to be re-scheduled as soon as practicable..
- (8) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (9) At a meeting of the committee:
 - a) the president or, in the president's absence, the vice president shall preside; or
 - b) where the president and the vice-president are absent and haven't made a delegation, the committee members present at the meeting may chose a committee member in attendance to preside.
- (10) No members of the association, including office bearers or committee members, shall be paid fees, remuneration or receive a benefit from the association other than out of pocket expenses approved by the committee.

3.11 Delegation by Committee to Sub-Committee

- (1) The Branch President, with agreement of Branch Committee, may establish subcommittees consisting of members with terms of reference it considers appropriate. Each subcommittee shall:
 - (a) exist at the pleasure of the Branch President and Committee;
 - (b) be responsible to the Branch President and Committee; and
 - (c) have such powers and duties as determined by the Branch President and Committee except the power to appoint subcommittees or alter their terms of reference.
- (2) The Branch President with agreement with the Branch committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (3) A sub-committee may meet and adjourn as it thinks proper.

3.12 Voting and Decisions

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- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 3.8 the committee may act notwithstanding any vacancy on the committee.

PART IV - GENERAL MEETINGS

4.1 Holding of Annual General Meetings

- (1) With the exception of the first annual general meeting of the Branch, the Branch shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Branch, convene an annual general meeting of its members.
- (2) The association shall hold its first annual general meeting:
 - (a) within the period of 18 months after its Incorporation under the Act; and
 - (b) within the period of 2 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

4.2 Calling of and Business at Annual General Meetings

- (1) The annual general meeting of the Branch shall, subject to the Act and to Rule 4.1, be convened on such date and at such place and time as the committee 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:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports upon the activities of the Branch and Society during the last preceding financial year;
 - (c) to elect office-bearer's of the Branch and ordinary members of the committee; and
 - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

4.3 Calling of Special General Meetings

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Branch.
- (2) The committee shall, on the requisition in writing of not less than five per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - a) shall state the purpose or purposes of the meeting;
 - b) shall be signed by the members making the requisitions;
 - c) shall be lodged with the Branch secretary; and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

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- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) shall be convened as early as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any expense so incurred.

4.4 Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Branch, the secretary shall at least 14 days, before the date fixed for the holding of the general meeting, send a notice to all Branch members specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Branch, 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 clause (1), specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except in the case of an annual general meeting, business which may be transacted pursuant to rule 4(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

4.5 Procedure

- (1) 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 the meeting is considering that item.
- (2) A quorum for General Meetings shall occur when not less than 30 members are present or 30 per cent of the allocated votes can be cast, whichever is the lesser.
- (3) If within half an 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 shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

4.6 Presiding Member

- (1) The president or, in the president's absence, the vice president, shall preside as chairperson at each general meeting of the association.
- (2) If the president and the vice president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

4.7 Adjournment

- (1) The chairperson or a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no

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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 general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association, stating the place, date of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

4.8 Making of decisions

- (1) A question arising at a general meeting of the association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority, or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken:
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

4.9 Special Resolution

- (1) A resolution of the association is a special resolution if:
 - (a) it is passed by a majority which comprises not less than three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

4.10 Voting

- (1) Upon any question arising at a general meeting of the association a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than five proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

4.11 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.
- (2) The notice appointing the proxy shall be in the form as required by the Branch and under the Act.

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PART V - MISCELLANEOUS

5.1 Insurance

- (1) The association shall effect and maintain insurance pursuant to section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the association may effect and maintain other insurance.

5.2 Financial matters

- (1) Subject to any resolution passed by the Branch in general meeting, the funds of the Branch shall be used in pursuance of the objectives of the Branch in such manner as the committee determines, and in keeping with the objects and goals of the Branch and the Society collectively.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Branch committee, being members authorised to do so by the Branch committee.

5.3 Alteration of Rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

5.5 Custody of Books, etc.

- (1) Since 2014, The Society Central membership Administration holds all records for all members for the Society, and retains record of membership fees paid, both past and outstanding. Refer to Rule 71 of the Society Rules of Association. For membership details for previous years, records are specific to the Branch archives and accessible through the Secretary of the Branch, in writing, as appropriate under the Act.
- (2) The membership information for Branch members is accessible by the Secretary and one other delegated committee member.
- (3) Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

5.6 Inspection of Books and Records of the Branch

The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour. Records available and access to the register of members are in accordance with Rule 71 of the Society Rules of Association.

5.7 Service of Notices

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Branch upon any member either personally or by sending it by electronic mail or post to the member at the member's address shown in the central membership register.
- (2) Where a document is sent to a person by properly addressing according to the central member register, the document shall, unless the contrary is proved, be deemed to the purpose of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

5.8 Surplus Property

- (1) At the first general meeting of the Branch, a special resolution will be passed nominating an incorporated association (the Branch) as the association in which it is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.

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- (2) The Incorporated association so nominated shall be one which fulfils the requirements specified in section (53(2) (a)-(c) of the Act.

5.9 Payment of Office Bearers and Members

A member of the committee shall not be appointed to any salaried office of the Branch or any office of the association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the association to any member of the committee except for repayment of out-of-pocket expenses