



**THE AUSTRALASIAN INSTITUTE OF MINING
AND METALLURGY**

ADELAIDE BRANCH RULES

1. NAME OF BRANCH

The name of the Branch shall be the Adelaide Branch of the Australasian Institute of Mining and Metallurgy (**AusIMM**).

2. TERRITORY

The territory of the Branch shall be the State of South Australia (**Territory**).

3. MEMBERSHIP

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

4. COMMITTEE AND OTHER OFFICERS

4.1. Notification of elections

At least twenty-one (21) calendar days prior to the Annual Meeting, the Hon. Secretary shall cause a notice to be sent to all Members calling for nominations for membership of the Committee.

4.2. Nominations

All Members are eligible to nominate themselves as a candidate for Committee member election.

Nomination for the position of Chair, or general membership on the Committee, must be made in writing, with each nomination endorsed and signed by two Members of the Branch, and must be delivered to the Hon. Secretary before the start of the Annual Meeting of the Branch in order for the nomination to be valid.

4.3. Composition of Committee

Branch affairs, subject to the rules of the AusIMM, shall be governed by a Committee consisting of elected members, plus ex-officio members and any others appointed by the Committee. Up to four Officers shall represent the Branch Members.

Officers of the Branch shall be: Chair, Vice Chair, Honorary Secretary, Honorary Treasurer and such other officers as from time to time may be deemed necessary by the Committee.

The Committee shall consist of not more than twenty Members (including the Officers, but not including Ex-Officio members).

4.4. Election of Committee

The Chair and up to nineteen Committee Members shall be elected by ballot of Branch Honorary Fellow, Fellow, Member and Associate Members at each Annual Meeting. Elections may also be conducted by electronic voting during the Annual Meeting.

If insufficient nominations for the Branch Committee are received, the Branch Committee shall have the power to elect Members to fill the vacancies.

If nominations exceed vacancies the positions shall be decided by a vote by those Branch Members in attendance at the Annual Meeting.

4.5. Election of Office Bearers

The Vice Chair, Hon. Secretary, Hon. Treasurer and other officers as deemed necessary shall be appointed by the elected Committee. The selection and appointment of these roles will be decided upon by either a committee election or by consensus.

4.6. Ex Officio Members

Ex-Officio members of the Committee may include, but not be limited to, the immediate Past Chair, current Board Members of the AusIMM, and where applicable, Adelaide Student Chapter representatives who are Branch Members.

4.7. Term of Office

All members of the Committee shall retire annually at each Annual Meeting and shall be eligible for re-election at that same Meeting.

4.8. Filling of Casual Vacancies

Should a vacancy arise from any cause, the Committee shall have the power to appoint a Member to the Committee for the unexpired portion of the term.

4.9. Appointment of Sub-Committees

The Committee may appoint sub-committees for any purpose and appoint any Committee Member to such sub-committees. Such sub-committees may be dissolved through a majority vote of the Committee.

4.10. Committee Member Performance

Should a Committee Member be unable to attend four consecutive Committee Meetings without first obtaining leave from the Chair, and fails to resign, the Committee after due warning to that Committee Member may notify that Committee Member of the termination of their position on the Committee and appoint a substitute Committee Member until the next election.

5. MEETINGS

5.1. Annual Meeting

The Annual Meeting of the Branch shall take place during the last quarter of each calendar year. The Annual Meeting may take place in person or electronically.

5.2. Ordinary Committee Meetings

It shall be the aim of the Branch to hold monthly Committee Meetings throughout the year.

5.3. Additional Committee Meetings

Additional meetings of the Committee (outside of the standard monthly Committee Meeting) shall be called at the discretion of the Chair or on the request of at least three (3) Committee Members.

5.4. Quorum

A quorum at the Annual Meeting shall be five (5) Members. 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.

A quorum at a Committee Meeting shall be five (5) Committee Members.

In both instances a quorum shall include one (1) Committee Office Bearer.

5.5. Voting

Questions arising at any Committee Meeting shall be decided by a majority of votes, and if the voting is equal, the Chair shall have a second or casting vote.

5.6. Guests at Meetings

Members may invite guests to any Committee Meeting. Guests will not have any voting rights at Committee Meetings.

Members may invite guests to the Annual Meeting held in each calendar year. Guests who are not Members will not have any voting rights at the Annual Meeting.

6. ACCOUNTS

6.1. Bank Account

The AusIMM shall manage, audit and maintain a bank account on behalf of the Branch. All Branch cheques shall be signed by at least two (2) nominated signatories. Requests for payments via Electronic Fund Transfers must be authorised by the Branch Chair and arranged by the Honorary Treasurer.

6.2. Books

Books of account shall be kept by the AusIMM. The Honorary Treasurer shall present statements to the Members at each Annual Meeting.

7. AMENDMENT OF RULES

Branch rules may be amended or altered by a majority vote of Honorary Fellow, Fellow, Member and Associate Branch Members at any Annual Meeting provided at least fourteen (14) calendar days' notice of the proposed amendment shall be given to all Branch Members. Such an Annual Meeting must have a quorum of twenty (20) Honorary Fellow, Fellow, Member and Associate Branch Members.

Such amendment shall not be effective, however, until it has been approved/ratified by the AusIMM Board in accordance with the relevant AusIMM By-Laws.

8. LOCATION OF HEADQUARTERS

The postal address of the Branch shall be care of the AusIMM's postal address, as varied from time to time.

9. BRANCH REPRESENTATIVE(S)

The Committee may appoint a Member of the Branch as Branch Representative to the Annual Congress of the AusIMM, or for any other purpose.