

THE
CONSTITUTION
OF
THE ROYAL UNITED
SERVICE INSTITUTE
OF TASMANIA INC.

(FOUNDED IN 1924)

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- a. The Institute shall comprise its Members as defined in Article 5.
- b. The Institute shall be managed by the Council and Branches as may be formed from time to time in accordance with this Constitution and the Rules made hereunder.

ARTICLE 3. AIM AND OBJECTIVES OF THE INSTITUTE

- a. The **aim** of the Institute shall be to encourage discussion on national and international defence and defence related matters amongst its Members, and to improve public awareness of defence and security related matters in general.
- b. The major **objectives** of the Institute shall be to,
 - i. arrange presentations on military and related topics to enhance the knowledge of serving full time and part time Members of the ADF.
 - ii. provide an on-going up-date on defence and defence related matters for retired Members of the ADF and all other Members of the Institute.
 - iii. provide a congenial atmosphere where Members of the Institute can meet and enjoy the fraternity and comradeship of other Members of the Institute and their guests.
 - iv. purchase, sell, supply or deal in goods of all kinds, and to lease, hire or otherwise acquire any real or personal property deemed by the Council as necessary or convenient for the aim or any of the objectives of the Institute.
 - v. accept any gift, whether subject to a special trust or not, for the aim or for any of the objectives of the Institute.
 - vi. take such steps, from time to time, as the Council, a Committee or the Members of the Institute in general meeting may deem expedient, for the purposes of procuring contributions to the funds of the Institute, whether by way of donations, subscriptions or otherwise.
 - vii. borrow or raise money in such a manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a general meeting of the Institute.

- viii. invest any monies of the Institute not immediately required for its aim or for any of its objectives, in such a manner as the Council may determine from time to time; provided always that such investment shall be on a secure and commercial basis.
- ix. undertake such recruitment programs as may be deemed appropriate by the Council or a Committee to maintain Institute Membership levels at a viable and meaningful level.
- x. do all such other lawful things incidental or conducive to the attainment of the aim and objectives of the Institute.

ARTICLE 4. RECIPROCITY OF MEMBERSHIP

Members of any Branch of the Institute shall be entitled to enjoy reciprocity at any other Branch of the Institute. Members of any other constituent body of the National Body, upon production of evidence of their current Membership, shall enjoy the rights of Membership of the Institute, excluding the right to vote.

ARTICLE 5. MEMBERSHIP:

a. Classes of Membership

Membership of the Institute shall comprise:

- i. Ordinary Members
- ii. Honorary Members
- iii. Ex-officio Members
- iv. Life Members, and
- v. Financial life Members.

b. Ordinary Membership

Ordinary Membership of the Institute shall be open to any person of good standing in the community who has declared a genuine interest in and sympathy with the Institute and its aim and objectives.

c. Admission of Ordinary Members

- i. The form of application shall be that prescribed by the Council from time to time.

- ii. An application for Ordinary Membership must be proposed and seconded by Ordinary, Life or Financial Life Members of the Institute and be signed by the applicant.
 - iii. The application must be lodged with the relevant Branch Secretary.
 - iv. The Branch Secretary shall satisfy himself/herself that the applicant is qualified for Membership and then shall submit the application to the relevant Branch Committee for consideration.
 - v. To be approved, the application must be supported by at least 75% of the relevant Branch Committee.
 - vi. The Branch Secretary shall notify the applicant of the decision of the Committee regarding the application for Membership.
 - vii. Where the committee approves an application for Membership, the applicant shall pay to the Branch the relevant subscription or part thereof representing the remainder of the financial year.
 - viii. On receipt of the payment, the applicant will be admitted as a Member of the Institute.
- d. **Honorary Membership**
- i. Any person, who, in the opinion of the majority of Councillors is deserving of that honour, may be admitted as an Honorary Member of the Institute.
 - ii. Eligibility for Honorary Membership is restricted to persons who have rendered ten (10) years of service to the Institute, or who are considered to hold appropriate status in the community and whose Honorary Membership would advance the interests of the Institute.
 - iii. A Branch Committee may recommend, to Council, a person for Honorary Membership. Such a nomination must address the grounds upon which the recommendation is made.
 - iv. The nomination shall be in the prescribed form as determined by the Council from time to time.
 - v. Nominations must be lodged with the Executive Officer who shall place the nomination before the Council.

- vi. The Executive Officer shall notify the person nominated and the relevant Branch Committee of the Council's decision.
- vii. Honorary Membership shall be for a period of 1 calendar year only, but may be extended by the Council for one (1) further calendar year upon recommendation of the relevant Branch Committee.

e. Ex-officio Membership

The senior ADF officers in Tasmania shall be entitled to Ex-officio Membership of the Institute during the period of their appointment.

f. Life Membership

- i. Where a Member of the Institute has rendered exceptional and/or distinguished service to the Institute over a period of time not less than 10 years, the Council may, by at least a 75% vote, admit that Member as a Life Member of the Institute.
- ii. Exceptional and/or distinguished service shall mean service which, in the view of the Council, is in excess of that which could be reasonably expected of a Member in the ordinary course of Membership or the holding of office.
- iii. Nominations must be in writing and proposed and seconded by Members of the Institute. The nomination must contain the grounds upon which the nomination is made.
- iv. The nomination shall be in the prescribed form as determined by the Council from time to time.
- v. Nominations must be lodged with the Executive Officer who shall place the nomination before the Council.
- vi. The Executive Officer shall notify the Member nominated and the relevant Branch Committee of the Council's decision.

g. Financial Life Membership

Members currently classified as 'Financial Life Member' shall continue to receive the privileges they presently enjoy, but no further Members shall be admitted to this category of Membership.

h. Rights and privileges of Membership

Any right or privilege of a Member is not transferable to another person and terminates on the cessation of Membership.

ARTICLE 6. RESIGNATION OF MEMBERSHIP

A Member may, by notice in writing to the relevant Branch Secretary, resign Membership at any time save that any such resignation shall not relieve the Member concerned from payment of any outstanding subscription or monies owed by him to the Institute. Upon ceasing to be a Member, the person's name shall be removed from the register of Members.

ARTICLE 7. LOCATION OF THE INSTITUTE

The Management of the Institute shall be located in Anglesea Barracks, Hobart or at such other place as the Council may, from time to time, determine.

ARTICLE 8. THE COUNCIL: COMPOSITION AND VOTING

- a. The Council shall consist of the State President, the State Vice President, the Executive Officer, the President of each Branch, and two further Members nominated from each Branch Committee. The senior ADF representatives (or their delegates) serving in Tasmania for the time being may be invited to attend any Council meeting as technical and information consultants but shall have no voting rights.
- b. The role of Chairman, be it the State President, State Vice President or other Member, is to hold an impartial position managing meetings to ensure fairness and equity in proceedings. The Chairman does not vote unless there is a tied vote. In which case, the chairman will vote to break the deadlock.
- c. The principle of one person, one independent vote, shall apply to all Council voting. To ensure this principle, where a Member of the Council also holds a secondary position on a Branch Committee, entitling him to attend and vote at a Council Meeting, that Member must nominate another Committee Member from his Branch to attend and vote in his stead. In this situation, the nominating Member must not instruct his nominee on how to vote on any issue. Where a Member of the Committee cannot attend a meeting, he should nominate a Member of his Branch Committee to represent him. In this situation the nominating Member may instruct the nominated Member on how to vote on any issue. In both situations set out above, if a Committee Member is not available to represent the nominating Member then the nominating Member may nominate any

Member of the Institute eligible to vote and approved by the Executive Committee.

ARTICLE 9. RESPONSIBILITIES/POWERS OF THE COUNCIL

- a. The Council shall be responsible to the Members for:
 - i. The governance of the Institute and the maintenance of the aim and objectives.
 - ii. Determining the annual subscription level for all categories of Membership.
 - iii. Maintaining harmonious relationships within the Institute.
 - iv. Facilitating and coordinating lecture programs and activities where applicable and in support of the Branches.
 - v. The assessment of proportionate contributions towards expenditure of a common or joint nature.
 - vi. The proportionate disbursement of any grant-in-aid between Branches.
 - vii. The preparation of annual financial reports for the Institute.
 - viii. The maintenance of a Membership register.
 - ix. All other matters necessary for or appropriate to the proper operation of the Institute and any Branch.

- b. The Council shall have the power to dissolve a Branch where, in the majority view of 75% the Council, it is reasonable and appropriate to do so or where there is reasonable evidence of the following;
 - i. The Branch no longer has sufficient Membership or finances to continue as a viable Branch.
 - ii. The Committee and/or the Branch Membership is not conducting its operations consistent with directions from the Council or the National Body, or
 - iii. A Branch has by its operations brought or is bringing the Institute or the National Body into disrepute.

ARTICLE 10. FINANCES OF THE INSTITUTE

- a. True accounts shall be kept of all monies received and expended by the Institute and the matter in respect to which the receipt and expenditure relates. Where monies have been distributed to a Branch, the Institute shall require the Branch to provide details regarding the use and state of those monies.

- b. The Executive Officer shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operation and business of the Institute. These records shall be kept in such a form and manner as the Council may direct from time to time.
- c. The Executive Officer shall, on behalf of the Institute, receive all monies paid to the Institute and forthwith issue official receipts as soon as reasonably practical.
- d. The Council shall cause to be opened with a bank or other financial institution as the Council may determine, a banking account in the name of the Institute. All monies received on behalf of the Institute shall be paid into that account by the State Treasurer as soon as reasonably practical after receipt thereof.
- e. Except with the specific authority of the Council, no payment of a sum exceeding one hundred dollars (\$100) shall be made from the funds of the Institute other than by cheque drawn on the Institute account. No expenditure exceeding \$750 shall be made or incurred without first being approved by the Council. Expenditure made or incurred and less than \$750 may occur as follows;
 - i. Expenditure exceeding \$200 but less than \$750 must first be approved by a majority vote of the Executive Committee, and
 - ii. Any expenditure less than \$200 may be made by the Executive Officer where in his view, such expenditure is immediately required for the benefit of the Institute.

All expenditure made or incurred by the Executive Committee or the Executive Officer must be submitted for ratification at the next meeting of the Council.

- f. All cheques, drafts, bills of exchange, promissory notes or other negotiable instruments shall be signed by the Executive Officer and by another Member of the Council or by another Member of the Institute authorised by the Council as a signatory.
- g. Audit of Accounts
 - i. The State Council shall appoint a suitable person to act as the State Council Auditor to audit the financial affairs of the Council. The Auditor is to audit the financial affairs of the Institute at least once in each financial year.
 - ii. The Auditor is to

- (a) Issue his/her report for consideration by the State Council at its AGM.
 - (b) State whether, in his/her opinion, the financial statements exhibit a true and fair view of the financial position of the Council as at the end of the financial year, according to the information at his/her disposal.
- iii The Executive Officer/ is to deliver to the auditor a list of all the accounting records, books and accounts of the Institute and constituent Branches.
- iv. The auditor may;
- (a) Have access to the accounting records, books and accounts of the Institute and its constituent Branches.
 - (b) Require from any servant of the Institute any information the auditor considers necessary for the performance of his or her duties.
 - (c) Examine any Member of the Institute in relation to the accounting records, books and accounts of the Institute.

ARTICLE 11. MEETINGS OF THE COUNCIL

- a. An AGM of the Council shall be held once in each financial year.
- b. The Executive Officer shall give at least 21 days written or email notice of all meetings.
- c. The State President may direct that there be a lesser period of notice given but not less than 2 days notice of a meeting if the State President of the Council determines that an urgent meeting is necessary but not with less than two (2) days notice of a meeting. In such a case, the notice may be given by the most expedient means provided that receipt of such notice must be confirmed wherever possible.
- d. At all such meetings of the Council a quorum shall consist of five (5) Members (including at least one representative from each Branch) of the Council present and qualified to vote.
- e. Notices of Motion;

- i. All motions or matters of special business to be considered at an AGM or GM shall be lodged with the Executive within 7 days after the formal notice of calling of the meeting.
- ii. Where a shorter period of notice of meeting has been approved, the 7 day period shall be reduced. However, notices of motion must be lodged such that the minimum 2 day notice period is not infringed.
- iii. Such notice shall include the wording of the motion to be considered as well as the rationale or the motion.
- iv. The 7 day period may, in exceptional circumstances be reduced at the direction of the relevant State President.

ARTICLE 12. BUSINESS OF THE COUNCIL AGM

The business of the AGM shall be;

- a. To confirm the minutes of the previous AGM.
- b. To receive the annual report of the State President.
- c. To present the financial report of the Council and the balance sheet for the preceding 12 months ending 30 June.
- d. To elect a State President, State Vice President and Executive Officer as appropriate and where applicable.
- e. To appoint or reaffirm an auditor.
- f. To consider any other general business raised by a Branch or a Member of the Council, provided always that such business has been duly noted on the agenda for the meeting.
- g. A report from each Branch President.

ARTICLE 13. ELECTION OF STATE PRESIDENT AND STATE VICE PRESIDENT

- a. **State President**
 - i. The State President shall be elected biennially by the Council for a term of (2) years. Subject to this Article, a Member elected as State President may hold office for two consecutive terms only.
 - ii. Nothing shall prevent a previous incumbent from being elected as State President other than for a third consecutive term.
 - iii. In exceptional circumstances, as determined by a unanimous vote of the Council, an incumbent State President may have his second term

- extended for such a period as the Council determines, except that the period shall not extend beyond the next Council AGM.
- iv. The State President shall not hold the position of President of a constituent Branch during tenure.
 - v. Nominations for election as State President must be lodged with the executive Officer at least seven (7) days before the date fixed for the holding of the State Council AGM
 - vi. In the event of resignation, death or some other incapacity of the incumbent State President, the Council may appoint another member as Acting State President for the unexpired portion of the term.

b. Vice President

- i. The State Vice President shall be elected bi-ennially by the Council for a term of two (2) years. Subject to this article, a member elected as State Vice President may hold office for two (2) consecutive terms. Nominations for election as State Vice President must be lodged with the Executive Officer at least seven (7) days before the date fixed for the holding of the State Council AGM.
- ii. His time in office shall be for one term and he shall be eligible for consecutive terms of office but not exceeding three terms.
- iii. The State Vice President shall be a Member admitted to the Institute for a minimum of two (2) years and have had some prior Branch Committee experience.
- iv. Where there is more than one (1) candidate suitably qualified for the position, favour should be given to a candidate that comes from a different Branch from that of the then State President.
- v. In the event of resignation, death or some other incapacity of the incumbent State Vice President, the Council may appoint another Member as acting State Vice President for the unexpired portion of the term.

ARTICLE 14. ELECTION OF COUNCIL EXECUTIVE OFFICER

- a. The Executive Officer /Treasurer shall be elected by a majority of the Council. The Executive Officer shall be elected for a period of two (2) years. The Executive Officer and Treasurer shall be eligible for re-election for consecutive terms. The election of the Executive Officer will occur on the alternate year to that of the President and Vice President
- b. The Executive Officer should be a Member who has served on the Council or on a Branch Committee and has had some prior administrative experience. In selecting the candidate preference should be given, wherever possible, to the Member who has had recent military service and

who has or may be able to obtain a Defence security clearance sufficient to obtain access to the Defence Restricted Network Anglesea Barracks or other similar military facility and the office facilities provided or required.

- c. In the event of resignation, death or some other incapacity of the Executive Officer, the Council may appoint another person as acting Executive Officer for the unexpired portion of the term or such lesser term as may be appropriate.
- c. Nominations for the election of the Executive Officer must be lodged with the State President at least seven (7) days before the date fixed for the holding of the State Council AGM.

ARTICLE 15. REMOVAL OF OFFICE BEARERS

An Officer of the Council may be removed from office by special resolution of the Council at a meeting called specifically for that purpose with 75% of those Members present voting for the removal. At such a meeting the officer subject of the resolution shall be given the opportunity to answer any matters set out in the special resolution. Any officer being removed by the Council will be given full explanation as to the reasons for the removal.

ARTICLE 16. SPECIAL GENERAL MEETING OF THE COUNCIL (SGM)

- a. An SGM of the Council shall be called at the request of an Executive Committee Member or the President of a Branch. In making any such request, the Executive Officer or the relevant Branch Secretary shall provide the Council with details of the matter to be discussed. Upon receipt of such a request the Council may convene a special meeting and in that case the Executive Officer shall give notice as for the AGM.
- b. At any Special General Meeting only that business for which the meeting has been called may be concluded. No new issues or business may be introduced at the meeting.

ARTICLE 17. THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to conduct the day to day management of the Institute.

ARTICLE 18. THE PUBLIC OFFICER

Unless determined otherwise by the Council, the Public Officer for the Institute shall be the Executive Officer.

ARTICLE 19. RULES

The Council shall be empowered to make rules from time to time for the better operation of the Institute provided always that any rule made under this Article 19 shall not in any way be contrary to the terms and conditions of this Constitution. This power shall extend to the deletion or removal of any existing rules as the Council deems fit.

PART THREE BRANCHES

ARTICLE 1. FORMATION:

- a. A Branch of the Institute may be formed or established in any centre in Tasmania, where, in the opinion of the Council, there are sufficient Members or eligible persons to become Members. The boundaries of any such Branch or Branches shall be determined by the Council but shall not overlap upon any existing Branch area.
- b. An application for the formation of a Branch shall be submitted to the Executive Officer. The submission shall provide as a minimum;
 - i. The reasons for requesting the formation of the Branch.
 - ii. Details of the proposed Branch accommodation.
 - iii. Details of the proposed budget and annual program including proposed presentations and events.
 - iv. A list of the prospective Members and those prospective Members who have consented to being nominated for officers of the Branch.
- c. The application shall be signed by at least seven (7) current Members of the Institute who shall, if the submission is approved, become the Foundation Members of the proposed Branch. The new Branch shall be known as the (location) Branch, of the Institute.

ARTICLE 2. COMPOSITION OF BRANCHES

A Branch shall consist of the Members defined in Part TWO Article 5 of this Constitution

ARTICLE 3. MANAGEMENT OF A BRANCH

- a. The management of a Branch shall be by the Committee elected by the Members. The Committee shall consist of a President, Immediate Past President, Vice President, Secretary, Treasurer and at least (2) but not more than four (4) Committee Members. The positions of Secretary and Treasurer may be combined with the approval of the Committee and reference herein to the Secretary shall include unless specifically stated otherwise the combined position and where the position is not combined reference to the Secretary shall be read as the Treasurer as and wherever the circumstances require.
- b. A Branch shall not commit the Institute in any way financially or otherwise, without the prior expressed approval of the Council.

ARTICLE 4. BRANCH FINANCE

- a. The financial affairs of the Branch shall be managed by the Treasurer on behalf of the Committee. The Treasurer shall keep a true account of all sums of money received and expended by the Branch and the matter in respect of which the receipt and expenditure relates.
- b. The Treasurer shall faithfully keep all general records, accounting books and records of receipt and expenditure connected with the operation of the Branch, in such a form and manner as the Committee may direct.
- c. The Treasurer shall receive all monies paid to the Branch and issue an official receipt as soon as reasonably practical thereafter.
- d. The Committee shall cause to be opened with a bank or other financial institution as the Committee may determine, a banking account in the name of the Branch into which all monies received shall be paid by the Treasurer as soon as reasonably practical after receipt thereof.
- e. Except with the authority of the Committee, no payment of any sum exceeding one hundred dollars (\$100) shall be made from the funds of the Branch otherwise than by cheque drawn on the Branch account referred to in d. above.
- f. All cheques drawn on the Branch bank account shall be authorised or ratified by the Committee. All cheques, drafts, bills of exchange, promissory notes or other negotiable instruments shall be signed by the Treasurer and by another Member of the Committee or in the absence of any Committee Member, any other Member of the Branch authorised by the Committee as a signatory.

ARTICLE 5. AUDITOR

- a. The accounts of the Branch shall be forwarded to the Executive Officer for audit in accordance with Part Two, Article 10 h.

ARTICLE 6. RESPONSIBILITIES OF A BRANCH

The responsibilities of a Branch shall be:

- a. The governance of the Branch and to uphold the **aim** and **objectives** of the Institute.
- b. Maintaining harmonious relationships within the Branch and with the Institute.
- c. To make by-laws for the proper management and control of the Branch to the extent that they are not inconsistent with this Constitution or the Constitution of the National Body.
- d. To maintain Membership at a viable level for the Branch.
- e. To organize meetings and presentations for the benefit of Branch Members and their guests.
- f. To do all other things as may be authorized by this Constitution and appropriate and necessary for the benefit of the Branch and its Members.

ARTICLE 7. DISSOLUTION OR MERGER OF A BRANCH

A Branch may be dissolved or merged by either;

- a. An application to the Council consequent upon a resolution of a Special General Meeting of a Branch called for that purpose at which a majority of 75% of Members present and eligible to vote, voted that the Branch be dissolved or merged, or
- b. A special resolution of the Council, where in the reasonable opinion of the Council it is in the interests of the Institute to dissolve or merge a Branch or Branches.
- c. In the event of a dissolution or suspension, the Committee of that Branch shall account to the Council for all monies, possessions, books and equipment of the Branch. Everything received from the Branch including monies of the Branch paid to the Council shall be held by the Council for the possible re-forming or merging with another Branch, with all monies held in a suspense account for a period of two years.
- d.. In the event of the Branch re-forming or merging with another Branch, the Council shall pay the monies in the Suspense Account to the re-formed

Branch or the Branch with which the dissolved Branch has merged, as the case may be. In the event that the dissolved Branch does not reform within two (2) years, the monies left in the Suspense Account and other property received shall be used by the Council as it deems fit but in no case shall the funds concerned be paid as a benefit to any Member or Members.

ARTICLE 8. BRANCH MEETINGS

- a. A Branch shall hold an AGM after 30 June but before 31 August in each year. The secretary shall give twenty one (21) clear days notice of the meeting.
- b. The business of a Branch AGM shall be to;
 - i. Confirm the minutes of the previous AGM.
 - ii. Receive the report of the Branch President.
 - iii. Receive the financial report and balance sheet for the previous twelve months ended 30 June from the Branch Treasurer.
 - iv. Elect the Branch office bearers pursuant to Article 9 of this Part III.
 - v. Appoint or remove an auditor.
 - vi. Consider any other general business as appropriate.

ARTICLE 9. ELECTION OF OFFICE BEARERS AND VOTING

- a. All offices shall become vacant at the AGM.
- b. Nominations for election as an officer of the Branch must be lodged with the Secretary at least seven (7) days before the date fixed for the holding of the AGM. Subject to Article 9, e. below any nomination received after this date shall not be considered.
- c. A candidate for election and the proposers, must at the time that the nomination is lodged, be eligible to vote in the affairs of the Branch in accordance with Article 9i. below.
- d. No Member shall be elected as an officer unless that Member is, at the time of the election, eligible to vote in the affairs of the Branch in accordance with Article 9i. below.
- e. If at the commencement of the AGM no nomination is received for an office, or insufficient nominations are received for the number of positions to be filled, written nominations received after the date upon

which nominations closed shall be considered. If there are no such late nominations, the President may call for nominations from the floor of the meeting.

- f. Where, at the closure of the AGM, an office remains vacant, and a Member of the Branch who is eligible for election subsequently offers his services in that position, the elected Committee shall, subject to a majority vote, appoint that person to fill that vacancy.
- g. If the number of nominations received is equal to the number of offices to be filled, the persons nominated shall be declared elected. In the event that there is more than the required number of nominations for the number of offices to be filled, the President shall arrange for a secret ballot to be conducted in a manner determined by the President. Two (2) scrutineers shall be appointed from the floor of the meeting and they will count the ballots. The scrutineers shall communicate the result of the ballot directly to the President.
- h. Unless a secret ballot is required or it is otherwise specified in this Constitution at all meetings of the Branch a simple majority vote by a show of hands' shall prevail.
- i. No person shall be eligible to vote in the affairs of a Branch unless they are, at the relevant time, a financial Member of the Branch.

ARTICLE 10. CASUAL VACANCIES/REMOVAL FROM OFFICE

- a. When an officer resigns or otherwise vacates their office or position during their term, the Committee may elect a Member of the Branch who is eligible for election to fill that position for the un-expired period of the term.
- b. Where an officer is unable to serve in their elected capacity and seeks a period of absence, but does not wish to resign or vacate their office, the Committee may appoint a Member of the Branch who is eligible for election, to fill that position during the incumbent's absence.
- c. If an Officer is absent for more than three (3) consecutive Committee meetings, without tendering an apology, or otherwise without reasonable excuse, that Officer shall be deemed to have resigned their position. The Committee may elect a Member of the Branch who is eligible for election, to fill that position for the unexpired period of the term.
- d. Where an Officer, who is an ordinary Member of the Institute, ceases to be a financial Member and fails to become a financial Member within

three (3) months, that person will be deemed to have resigned their position. The Committee may elect a Member of the Branch who is eligible for election to fill that position for the unexpired period of the term.

- e. Where an Officer is removed from her/his position under Article 10 c. or d. above the President shall advise that person of the Committee's action and the reasons therefore. Such notice shall be given in writing at the earliest practical date by mail addressed to that person's last known address.

ARTICLE 11. SGM OF A BRANCH

- a. A SGM may be called by the Committee when requested by at least ten (10) Members. Members requesting a SGM shall inform the Secretary in writing of the business to be transacted.
- b. The Secretary shall give at least fourteen (14) days notice of such an SGM and the notice shall include the special business to be transacted. At all such meetings only the business to be transacted shall be discussed or dealt with.

ARTICLE 12. BRANCH COMMITTEE MEETINGS

A Branch Committee shall meet as often as the Branch President deems necessary and a quorum for the Committee meeting shall be four (4) Committee Members.

ARTICLE 13. PROXIES

In the event that a Committee Member may be absent from any Committee meeting, a proxy may be appointed. Where the Committee approves, the Secretary shall advise the Member to be appointed proxy of the appointment and the issues on which the proxy holder will be required to vote. A proxy holder shall vote on all issues as directed by the proxy donor unless and to the extent the proxy holder provides no such instructions.

ARTICLE 14. QUORUM

At all Branch General Meetings, a quorum shall consist of eight (8) Members present and eligible to vote.

ARTICLE 15. MINUTES OF MEETINGS

The President shall cause the Secretary to take accurate minutes of all meetings of the Branch and to keep the same in an appropriate register. The Secretary shall circulate to

Committee Members a copy of all minutes produced and request any corrections or amendments considered appropriate. Minutes of any previous meeting shall be approved by the Committee at the first subsequent meeting.

ARTICLE 16. LECTURE PROGRAMS

A Branch shall be responsible for arranging its yearly program save that the Council may assist where possible with co-ordination and other routine administrative matters relating to speakers and presentations.

PART FOUR SUBSCRIPTIONS

ARTICLE 1. ANNUAL SUBSCRIPTIONS:

A Membership subscription shall be determined by the Council for all Members of the Institute and shall become due and payable on 1st July each year provided that a Branch may set a reduced subscription for additional Members of a household.

ARTICLE 2. FAILURE TO PAY SUBSCRIPTIONS

- a. If a Member of a Branch fails to pay the annual subscription within three months his/her membership may be struck off the membership roll by the relevant Branch Committee. A Member whose name has been struck off, may be re-admitted as a Member upon assigning a satisfactory reason for the default but may be called on to pay all or part of the arrears of subscription for which he would have been liable had Membership been continuous.
- b. A Member shall not be competent to vote at any meeting of the Institute if that Member's subscription is more than (1) month in arrears.

PART FIVE MISCELLANEOUS

ARTICLE 1. CHANGE OF ADDRESS

A Member shall notify the relevant Branch Secretary of any relevant change of address as soon as reasonably practical. The relevant Branch Secretary shall then advise the Executive Officer of the altered details as soon as practicable.

ARTICLE 2. CONDUCT AND DISCIPLINE

- a. At all meetings of the Institute, Members and visitors shall conduct themselves in accordance with the customs of the military service. In particular the dress rules applying to any military establishment, such as a mess, shall be strictly adhered to.
- b. Any Member who wilfully infringes the conduct required by this Constitution or any By-laws made in respect of these provisions or who by their act or omission brings disrepute on the Institute, may be censured, suspended or expelled by the Council upon the recommendation of the relevant Branch Committee.
- c. Before any action is taken against a Member by a Branch Committee the Branch Secretary shall notify the Member concerned, in writing, of the allegations against him. The Member shall be given every opportunity to defend or exonerate himself according to the rules of natural justice and no recommendation or action by a Branch Committee shall be undertaken until all of the allegations have been fully investigated.
- d. The Council, on receipt of any recommendation from a Branch Committee, shall forthwith notify the Member concerned of the recommendation. The Member shall then have the right of appeal to the Executive Committee against any recommended course of action from a Branch Committee.
- e. In the event of any appeal from a Branch recommendation being lodged with the Council, the appeal shall be heard within twenty eight (28) days by the Executive Committee. At any appeal hearing the proceedings shall be conducted in accordance with the rules of natural justice.
- f. On hearing the appeal, the Council may uphold, vary or dismiss the penalty recommended by the relevant Branch and the Member concerned shall be immediately notified, in writing, of the result of the appeal.

ARTICLE 3. VISITORS

- a. Wives, husbands and partners of Members shall have full visiting rights to any Institute function, during the tenure of their partner's Membership, provided always that any costs incurred by the Member in respect of any function will also be incurred by the Member's visitor.

- b. Members shall have the privilege of introducing visitors into any meeting or function of the Institute except where such meeting or function is restricted to Members only.
- c. The Member introducing the visitor shall enter the visitors name in the attendance register and shall be responsible for the conduct of the visitor at that meeting or function.
- d. Persons, other than wives, husbands or partners of Members, who are not Members in their own right, shall not be admitted as visitors more than three (3) times in any one Membership year without the approval of the relevant Branch Committee.

ARTICLE 4. INSTITUTE PREMISES

Members and visitors shall confine themselves to those rooms and facilities which are at the disposal of the Institute for that particular meeting or function.

ARTICLE 5. AMENDMENTS TO CONSTITUTION

- a. A proposal to amend this Constitution may be initiated by;
 - i. the Council,
 - ii. a Branch Committee, or
 - iii. a resolution of a Special General Meeting of a Branch, called for that purpose.
- b. The Executive Officer shall, within twenty one (21) days of receipt of the request for an amendment, notify the Branch Secretaries who shall then call a Branch SGM, indicating the proposed amendment, the effect of the amendment and the date and time set down for the SGM at which the proposed amendment shall be discussed and voted upon. The Branch Secretaries shall then forthwith notify the Executive Officer of the Branch vote.
- c. At any meeting called to vote on any amendment to this Constitution it shall be necessary for a 75% majority vote of Members present at that meeting and qualified to vote before the amendment may be carried.

ARTICLE 6. BY-LAWS

A Branch Committee may make By-laws for its management and control, by resolution at a meeting of the Committee called for that purpose, but any such by-law shall be null and void to the extent it is inconsistent with this Constitution or any Rules made hereunder.

ARTICLE 7. LIBRARIES

- a. A Branch of the Institute may provide a library for the use of Members. The location of the Branch library shall be as determined by the Branch Committee. Members may obtain books on loan from the library in accordance with any Branch By-laws in respect of the operation of the library.
- b. The Branch Committee may appoint a Member to act in the capacity of Librarian. The Librarian shall be responsible to the Branch Committee for the operation of the library.
- c. Members may present books or maps and items of interest to a Branch for inclusion in the Branch library. Presentations may be made to a Branch Secretary who shall acknowledge all such presentations on behalf of the Branch Committee.

ARTICLE 8. WINDING UP THE INSTITUTE

- a. The Institute may be wound up by a resolution of the Institute carried by a 75% majority vote of all Members voting at a SGM called for that purpose. In the event of the Institute being wound up the surplus assets of the Institute, after satisfying all debts and liabilities, shall be distributed to an organisation whose objectives are similar to the objectives of the Institute or where no such organization exists to an organization or organizations as the Council deems fit.
- b. In the event that the Institute is wound up every Member of the Institute within the period of twelve (12) months immediately preceding the commencement of the winding up, is liable to contribute to the assets of the Institute for payment of the debts and liabilities of the Institute and for the costs, charges and expenses of the winding up not exceeding two dollars (\$2.00). A former Member is not liable so to contribute in respect of any debt or liability of the Institute contracted after he ceased to be a Member.

**ANNEX A to
RUSI (Tas) Constitution**

Dated 27 February 2013.

CERTIFICATION OF CONTENTS BY COMMITTEE

We, the Office Bearers, whose signatures appear below certify that this Constitution was amended by the State Council by special resolution on 27 Feb 2013 and supersedes all previous constitutions.

N.A. MacMILLAN OAM, RFD
Commander RANR (Ret)
State President

A.W. ROBERTSON CSM, RFD, JP
Squadron Leader RAAF (Ret)
Executive Officer

A.K. YOUNG RFD
Major (Ret)
Hobart Branch President

D.J. MENZIE
Major RAE (Ret)
Launceston Branch President