



OF

AUSTRALIAN DENTAL ASSOCIATION  
VICTORIAN BRANCH INCORPORATED

# RULES

## ADAVB CONSTITUTION

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**CONSTITUTION OF****AUSTRALIAN DENTAL ASSOCIATION, VICTORIAN BRANCH INCORPORATED****HISTORY**

This history records that the Odontological Society of Victoria, founded in 1884, did amalgamate with the Australian College of Dentistry Alumni Society in December 1920. Previously in November 1916 the Australian College of Dentistry Alumni Society had merged with the Dental Graduates Society of Victoria.

At the Annual Meeting of the amalgamated Societies, held in November 1922, the name was changed to the State Dental Society of Victoria.

At a meeting of delegates from the five State societies, held at Canberra on the nineteenth of June 1928, the "Australian Dental Association" was formed.

At a meeting of the State Dental Society of Victoria, held on the twentieth day of November 1928, it was decided that the Society should become the Victorian Branch of the Australian Dental Association, and that thereafter the Society should be known as "Australian Dental Association, Victorian Branch".

The Federal Constitution of the Australian Dental Association was originally drawn up in 1928 and has been revised on several occasions.

In 1961 this Constitution was amended to provide that Members of the State Branch be also members of the Australian Dental Association, where previously only the six State Branches as such were members.

In 1966 the Victorian Branch Constitution was revised after several years' thought and consideration, and certain basic changes were made. These provided, inter alia, authorized powers for the Branch Executive, the election of officers of the Branch by the Council, and the appointment by the Council of the Committees, previously elected by the Members. These were adopted on 2nd August 1966.

In 1976 further revision of the Constitution seemed desirable and a committee representative of all sections of the Membership was set up to determine what changes were necessary. From this investigation and further study by the Council a new document was drafted.

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Significant changes were few. However, the Council was empowered to determine subscription rates, the number of elected Councillors was increased to fourteen and the office of Permanent Vice-President was discarded in favour of the option to have up to two Honorary Vice-Presidents with a time limit of three years on their initial appointment (and possible extension for a further three).

Other administrative functions were streamlined, powers of Council and Executive more clearly defined and a more workable document produced. This was put to an Extraordinary General Meeting on 30th July 1979 and adopted.

In 1988/89 substantial re-working of all By-Laws was undertaken in order to achieve necessary updating and uniformity of style. In the process, most of the By-Laws were re-numbered and re-titled as follows:

Previous By-Law No. 1 as amended became By-Law No. 1:

CONDUCT OF MEETINGS

Previous By-Law No. 2 as amended became By-Law No. 2.1:

CODE OF ETHICS

Previous By-Law No. 3 as amended became By-Law No. 2.2:

PROCEDURES FOR ENQUIRY INTO PROFESSIONAL CONDUCT

Previous By-Law No. 4 as amended became By-Law No. 3:

INCORPORATED DENTAL PRACTICES

Previous By-Laws Nos. 5 & 6 as amended became By-Law No. 4:

THE GROUPS OF THE BRANCH

Previous By-Law No. 7 as amended became By-Law No. 5:

THE BENEVOLENT FUND

Previous By-Law No. 8 as amended became By-Law No. 6.1:

THE DEFENCE COMMITTEE

Previous By-Law No. 9 as amended became By-Law No. 6.2:

THE DENTAL HEALTH EDUCATION COMMITTEE

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Previous By-Law No. 10 as amended became By-Law No. 6.3:

THE DENTAL NURSES TRAINING COMMITTEE

Previous By-Law No. 11 as amended became By-Law No. 6.4:

THE GRADUATE EDUCATION COMMITTEE

Previous By-Law No. 12 as amended became By-Law No. 7:

AFFILIATION

All of these By-Laws were then adopted in April 1989.

A few consequential alterations to the Rules, notably references to the no longer operative Defence Fund, were ratified in May 1989.

With the incorporation of the Branch in November 1990, various changes were required to reflect the incorporated status of the organisation.

In November 1992, significant modifications were made to the Constitution, such that the number of elected members of Council was increased, the method of electing Federal Councillors was changed, and the Council and Committee year was changed from calendar to fiscal.

In June 1994, the period for which a member was able to remain in arrears before termination was reduced.

In October 1994 By-Law No. 6.6 (initially numbered 8) concerning the QUALITY ASSURANCE COMMITTEE was established.

In November 1995 By-Law No. 6.5 concerning the PROFESSIONAL DEVELOPMENT COMMITTEE was established.

In June 1996 By-Law No. 8 concerning MEMBERSHIP was established.

In June 1996 the Constitution and By-Laws were reviewed to comply with the new National Competition Laws. Changes were also made to allow two-year terms for Council and Standing Committees, to recognize that Councillors are Directors of the Branch, and to revise the classes of Membership.

In March 1997 By-Law No. 6.3 concerning the DENTAL NURSES TRAINING COMMITTEE was rescinded.

In March 2000, significant modifications were made to the Constitution such that the number of elected members of Council and Executive Committee were reduced, the quorum for both was set to a more flexible three-fifths of those eligible to attend, the Immediate Past President may be an ex-officio member of Executive Committee, the titles of the Executive Director and Executive Officer were changed to Chief Executive Officer and Assistant Honorary Treasurer respectively, and the Finance Committee was replaced with the Finance and Audit Committee.

In February 2004 By-Law 6.1 concerning COMMITTEES and By-Law 6.2 COMPOSITION AND OBJECTS OF STANDING COMMITTEES were established. This included establishing the PROFESSIONAL PROVIDENT FUND POLICY ADVISORY COMMITTEE as a Standing Committee.

In February 2004 By-Law No. 6.1 concerning THE DEFENCE COMMITTEE, By-Law No. 6.2 concerning THE DENTAL HEALTH EDUCATION COMMITTEE, By-Law No. 6.3 (Vacant), By-Law No. 6.4 concerning THE GRADUATE EDUCATION COMMITTEE, By-Law No. 6.5 concerning THE PROFESSIONAL DEVELOPMENT COMMITTEE and By-Law No. 6.6 concerning THE QUALITY ASSURANCE COMMITTEE were rescinded.

In September 2004 By-Law No. 1 concerning THE CONDUCT OF MEETINGS was amended to By-Law 1 STANDING ORDERS.

In October 2004 By-Law No. 2.1 ETHICS was renumbered By-Law 2, By-Law No. 2.2 PROCEDURES FOR ENQUIRY INTO PROFESSIONAL CONDUCT and By-Law No. 3 INCORPORATED DENTAL PRACTICES were rescinded, By-Law 3 MANAGEMENT OF DISPUTES AND ETHICAL COMPLAINTS was established, and By-Law No. 4 THE GROUPS OF THE BRANCH was retitled By-Law 4 REGIONAL GROUPS OF THE BRANCH.



In October 2004, significant modifications were made to the Constitution such that more current terminology was used. Definitions for Australian Dental Council candidate, Chairman and Federal Councillor were added and those of Committees and Indemnity Scheme were amended. The Definitions section was retitled Interpretation and the power for Council to deny or annul membership on the basis of a false declaration was added. The number of elected members of Council was increased by two. The titles of Honorary Treasurer and Assistant Honorary Treasurer were changed to Chairman Finance and Audit Committee (FAC) and Executive Councillor respectively. The status of the FAC was changed from a Standing Committee to one appointed annually pursuant to Rule 45. The concept of Honorary Vice-Presidents was abandoned. Duties for the President and Honorary Secretary were expanded and were added for the Vice-President and Vice Chairman of FAC. The quorum for the June and Annual General Meetings was reduced to 10 and ability for Members to give a proxy vote for all General Meetings was added. The role of Federal Councillors and Branch representatives on Federal Council was clarified. Disciplinary penalties for Members were simplified and a new Rule 108 on Disputes Involving Members was added.

In June 2005, minor modifications were made to the Constitution such that the composition of the FAC no longer required the Immediate Past Chairman to remain a member until the Annual General Meeting.

In October 2009 significant modifications were made to the Constitution in response to legislative requirements introduced by the *Associations Incorporation Amendment Act 2009 (Vic)*.

In October 2010 the term Chairman was replaced with the term Chair.

In June 2012 significant modifications were made to the Constitution to reflect changes adopted by the Association. Reciprocal rights were updated such that members from other branches are not liable to pay the annual subscription in the year of transferring. Provisions for participating in meetings via telecommunications were included. Rules 109 (conflict of interest) and 110 (intellectual property) were added.

In October 2012, significant modifications were made to the Constitution to more clearly distinguish between the Branch membership and Indemnity Scheme Subscriptions, allow the mechanism for the option of the Branch annual subscriptions for membership to be paid in instalments and allow more flexibility for the Branch to select the best possible indemnity scheme for Members in an ever changing environment.

In June 2013 minor modifications were made to the Constitution to indicate that the Branch pay Association subscriptions for Honorary Life Members and to include the Recent Graduates and Students Committee on the list of Standing Committees.

In October 2013 significant modifications were made to the Constitution to ensure consistency with the *Associations Incorporation Reform Act 2012 (Vic)*.

In October 2014 minor modifications were made to the Constitution to strengthen the Purpose regarding supporting members, to avoid ambiguity about nominations for Branch Council and to comply with requirements under the *Associations Incorporation Reform Act 2012 (Vic)* regarding the custody of books.

In June 2015 minor modifications were made to the Constitution to replace Latin phrases, delete unnecessary words such as "from time to time" and change the title of the Finance and Audit Committee to Finance Risk and Audit Committee.

In October 2015 modifications were made to align deceased member spouse access to benefits with the Association Constitution.

In June 2017 minor modifications were made to align Branch Federal Council vacancy rules with the Association Constitution.

In October 2017 modifications were made to standardise grammar, numbering and reduce duplication between Rules and By-Laws. Provision was made to allow for electronic elections to be held. Modifications were made to wind up the position of Honorary Secretary. A final modification allowed correct direction of Honorary Life Membership nominations through the Honours and Awards committee.

**CONSTITUTION OF**

**AUSTRALIAN DENTAL ASSOCIATION, VICTORIAN BRANCH INCORPORATED**

**RULES**

**TITLE**

1. The name of the Association is "Australian Dental Association Victorian Branch Incorporated" (hereinafter called "the Branch").

**OFFICE**

2. The Office of the Branch shall be in Melbourne.

**STATEMENT OF PURPOSES**

3. (1) The purposes of the Branch are:
  - (a) to encourage the improvement of the oral and general health of the public, to promote the art and science of dentistry and to support the provision of safe, high quality oral health care for the community;
  - (b) to establish, promulgate and encourage, by whatever name, a Code of Ethics for the observance of Members of the Branch in the conduct of their profession;
  - (c) to advise upon, participate in, develop and promote continuing professional development for dentists and other persons engaged in the practice of dentistry;
  - (d) to further and promote the interests and objects of the Australian Dental Association Incorporated and to participate in programmes or activities sponsored or administered by that Association;
  - (e) to advance and safeguard the professional interests and wellbeing of Members.

- (2) For the furthering of these purposes, the Branch subject to the Act shall have power:
- (a) to purchase, to sell, take on lease or in exchange, hire or otherwise acquire or dispose of, either absolutely or for any limited interest, any real or personal property and any rights or privileges or things in action for use in or in connection with any business of the Branch;
  - (b) to invest and deal with the monies of the Branch not immediately required in such manner as may be thought fit, either with or without security;
  - (c) to lend and advance money or give credit upon the security of real or personal property of every description or upon personal security or without security and generally subject to such terms and conditions as to interest repayment or otherwise as the Branch may think proper;
  - (d) to undertake and execute any trusts with the object of directly or indirectly carrying out the purposes of the Branch as set forth herein;
  - (e) to borrow or raise or secure the payment of money in such manner as the Branch may think fit and to secure the same on the repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Branch in any way and in particular by the issue of debentures perpetual or otherwise charged upon all or any of the Branch's property (both present and future) and to purchase, redeem or pay off any such securities;
  - (f) to use the funds of the Branch for any of the purposes of the Branch;
  - (g) to grant affiliation with the Branch to dental study clubs, societies and like bodies within the State of Victoria;
  - (h) to print, publish, issue and circulate journals, newsletters, periodicals, circulars and papers relating to the Branch;
  - (i) to establish and make rules, regulations and by-laws (provided these do not conflict with any current legislation) for proper government of the Branch and for the administration and control of any committee or fund established or to be established in connection with the above purposes or any of them or for any other purpose connected with the above purposes or any of them and to amend or rescind any such rule, regulation or by-law;
  - (j) to do such other lawful things as are incidental or conducive to the attainment of the above purposes or any of them.

**INTERPRETATION**

4. (1) In these presents, unless there be something in the subject or context inconsistent therewith,
- (a) the Act means the *Associations Incorporation Reform Act 2012 (Vic)* and includes any regulations made under that Act;
  - (b) "Appropriate Body" means a Federal and/ or State dental regulatory board constituted under a dental Act and having jurisdiction in the State of Victoria
  - (c) "the Association" means the Australian Dental Association Incorporated;
  - (d) "Australian Dental Council candidate" means any person with a dental qualification not registerable in the State who is a candidate for parts 2 and 3 of the Australian Dental Council examination enabling qualification for registration in all States;
  - (e) "Benevolent Fund" means a Benevolent Fund established to render assistance and advice in cases of hardship to any Member or former Member of the Branch or to the dependants of any Member, former Member or deceased Member of the Branch;
  - (f) "books, documents and securities" means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Branch and includes the following:
    - (i) its membership records;
    - (ii) its financial statements;
    - (iii) its financial records;
    - (iii) the minutes of general meetings;
    - (iv) records and documents relating to transactions, dealings, business or property of the Branch;
  - (g) "the Branch" means the Australian Dental Association Victorian Branch Incorporated;
  - (h) "the By-Laws" means the By-Laws, as altered or added to, established and made by the Council pursuant to the powers vested in it by these Rules;
  - (i) "Chair" shall mean the person presiding over any meeting of the Branch;
  - (j) "Code of Ethics" means a Code of Ethics (by whatever name) of the Branch as established, promulgated and encouraged pursuant to Rule 3(1)(c);
  - (k) (i) "Committee" means a body to which authority is delegated by the Branch Council and whose acts are all subject to the approval of the Branch Council;

- (ii) "Standing Committees" are those established by the Branch Council to administer a permanent function under conditions, objects, or regulations prescribed by the Branch Council;
- (iii) "Ad Hoc Committees" are those formed by the Branch Council or Executive Committee for a specific function, at the conclusion of which they are dissolved;
- (l) "the Constitution" means the Constitution of the Branch being comprised of the Rules herein contained;
- (m) "the Branch Council" means the members of the Branch Council established pursuant to Rule 34 of this Constitution;
- (n) "a Court" means a tribunal, authority or person having power to require the production of documents or the answering of questions and to administer a penalty;
- (o) "the Executive Committee" means the members of the Executive Committee established pursuant to Rules 45 and 63 of this Constitution;
- (p) "Federal Councillor" means a member of the Federal Council of the Association appointed in accordance to the Association's Constitution Clause 34(1);
- (q) "Indemnity Scheme" means any scheme in which the Council has negotiated participation so that Members of the Branch upon payment of a relevant subscription or premium can obtain professional risk indemnity;
- (r) "Member" means a member of the Branch and includes without limitation all classes of Member specified by Rule 7(1);
- (s) "Registrar" means the person defined as the Registrar of Incorporated Associations under the *Associations Incorporation Reform Act 2012 (Vic)*;
- (t) "Registered Dentist" means any person registered as a dentist by the Appropriate Body;
- (u) "the Rules" and "these Rules" mean these Rules as altered or added to and any reference to a Rule by number is a reference to the Rule of that number in these Rules;
- (v) "Secretary", usually the Chief Executive Officer, means a salaried employee appointed by the Branch Council to perform the duties under the Act and Corporations Law, the Rules and such other duties as the Branch Council may determine and includes any person appointed to perform the duties of the Secretary temporarily;

- (w) "special resolution" means a resolution proposed by the Branch Council or by a Member for the purpose of amendment of the Statement of Purposes or Rules or winding-up of the Branch, of which notice is to be given pursuant to Rules 90 and 101(2) and which is passed according to Rule 93(2);
  - (x) "the State" means the State of Victoria;
  - (y) words importing any gender shall include the other gender and the singular shall include the plural and vice versa.
- (2) Headings and sub-headings herein contained shall not affect the construction of these Rules.
- (3) The decision of the Branch Council on the construction or interpretation of any Rule of the Branch, or on any matter not provided for in these Rules shall be conclusive unless such decision shall be overruled by not less than three-fourths of Members present at an Extraordinary General Meeting of the Branch requisitioned within 28 days from such decision and summoned pursuant to Rule 89 within a further 28 days from the date of receipt of such requisition.

MEMBERSHIP**MEMBERSHIP**

5. (1) The Members of the Branch shall be
- (a) those persons whose names are entered in the Register of Members of the Australian Dental Association, Victorian Branch at the date of and immediately prior to the date of adoption of this revised Constitution; for so long as they shall not for any reason cease to be Members pursuant to Rule 23.
  - (b) such other persons who, being eligible, are elected to Membership pursuant to these Rules.
- (2) Membership of the Branch shall qualify, constitute and require the Member to become and remain a member of the Association.

**Eligibility for Membership**

6. (1) Any Registered Dentist who agrees to be governed by the Rules of the Branch and By-Laws as established by the Branch Council shall be eligible for election as a Member of the Branch.
- (2) Any person not being a Registered Dentist but who would be entitled on application to the Appropriate Body to become a Registered Dentist and who agrees to be governed by the Rules and By-Laws as aforesaid shall be eligible for election as a Member of the Branch PROVIDED that the Branch Council may at any time by notice in writing require any Member not being a Registered Dentist to make application to the Appropriate Body for registration as such.
- (3) Any person practising dentistry within any branch of the Australian Armed Forces who has a degree or other recognized qualification in dentistry from any university or other tertiary institution (whether within Australia or not) and who agrees to be governed by the Rules and By-Laws as aforesaid shall be eligible for election as a Member of the Branch.
- (4) Any dental student who is undertaking a primary qualification to enable registration as a dentist conducted by any university in the State and any person who is an Australian Dental Council candidate and who in each case agrees to be governed by the Rules and By-Laws as aforesaid shall be eligible for election as a Student Member of the Branch.
- (5) If at any time it is discovered that information provided on the application made pursuant to Rule 8 was falsified or omitted then the Branch Council may declare membership be denied or annulled.

**Classes of Members**

7. (1) Members of the Branch shall be classified, as defined in the Rules and By-Laws of the Branch as follows;
- (a) Active Members
  - (b) Concessional Members
  - (c) Student Members;
  - (d) Honorary Life Members;
  - (e) Honorary Members
  - (f) Other classes of Members as the Council may determine.



- (2) Any class of Members may be further divided into sub-classes for administrative purposes.

### **Benefits and privileges**

- (3) Classes and sub-classes of Members shall have benefits and privileges as determined by Branch Council subject to the Rules and By-Laws of the Branch.
- (4) Members may request in writing to inspect a copy of this Constitution at any reasonable time.

### ELECTION OF MEMBERS

## **ELECTION OF MEMBERS**

### **Application for election**

8. A candidate for Membership shall make application for election to the Secretary in writing in such form as the Branch Council may require and shall agree, if elected, to be governed by the Rules of the Branch and By-Laws as established by the Branch Council. Such application shall be deposited at the Office and shall, except in the case of a candidate for election as a Student Member, be accompanied by the joining fee, if any, and first annual subscription, including subscription to the Indemnity Scheme if applicable.

### **Election of Members**

9. (1) As soon as practicable after such application has been received, it shall be brought before the Executive Committee for consideration whereupon the Executive Committee may
- (a) if satisfied that the applicant is eligible for Membership pursuant to these Rules, elect the applicant to Membership of the Branch; or
- (b) refer the application to the Branch Council.
- (2) As soon as practicable after such referral from the Executive Committee the Branch Council may
- (a) elect the applicant to Membership of the Branch pursuant to these Rules;

- (b) decide not to elect the applicant to Membership of the Branch, without assigning or being bound to give any reason for such refusal, which action may be subject to challenge pursuant to Rule 10(2); or
- (c) refer the application for consideration by the Members at the next General Meeting of the Branch, PROVIDED that any such application so referred shall be required to be approved by not less than three-fourths of the Members of the Branch who being entitled so to do attend and vote at the Meeting to which such application is referred for consideration as aforesaid.

#### **Applicants for Membership not elected**

10. (1) The Branch may receive the joining fees, if any, together with annual subscriptions of applicants in advance of their election but neither such receipt nor any other matter or thing shall bind the Branch to elect such applicants and if they shall not be elected in due course a refund of any monies paid by them shall be a complete discharge to the Branch.
- (2) In the event of a decision by the Branch Council not to elect an applicant to Membership, the applicant shall be entitled on request to have such decision referred on appeal to the Members at the next General Meeting of the Branch for consideration in the manner of Rule 9(2)(c).

#### **Notification to elected applicants**

11. When applicants for Membership have been elected the Secretary shall forthwith notify them in writing and shall at the same time inform them that a printed copy of the Constitution may be inspected at the Office or obtained for a sum to be determined by the Branch Council.

#### **Reciprocal rights**

12. (1) Any person who is a member of the Association in any other State or Territory of Australia or who is a member or constituent of any body or association of dentists recognized by the Association and who is a member of the Association may, upon application in writing to the Secretary be accepted as a Member subject to the written confirmation from an officer of the branch or other such body or association as aforesaid of which such person is presently a member of good standing or if deemed necessary be elected pursuant to Rule 9 above and to the receipt from such applicant of the annual subscription payable pursuant to the provisions of Rule 12(3).

- (2) Every such applicant shall be deemed to have agreed to become a Member of the Branch and to be governed by the Rules of the Branch and By-Laws as established by the Branch Council on receipt by the Secretary of the application as aforesaid.
- (3) In the year of joining the Branch, such applicant from another branch shall not be liable to pay annual subscription. However, such applicant from another body or association pursuant to Rule 12(1) above shall be liable to pay the whole or such proportion of the annual subscription as may be determined by the Branch Council in its absolute discretion. The Secretary shall notify the applicant of the amount of the subscription payable and if the applicant fails to pay such amount within 30 days the application shall be refused unless otherwise determined by the Executive Committee.

#### **Obligations of Members**

13. Membership of a person pursuant to Rule 5(1) shall commit that person to being governed by the Rules and By-Laws of the Branch.

#### Privileges allowed pending election

14. Notwithstanding anything in these Rules contained the Executive Committee may at its discretion permit a person whose application for Membership has been duly made to attend Meetings of the Branch and enjoy the same privileges as an Honorary Member pending consideration of such application by the Executive Committee or the Council.

#### **Entitlement to Indemnity Cover**

15. Any applicant for Membership whose application is subsequently approved by the Executive Committee or the Branch Council shall be entitled to access the Indemnity Scheme negotiated by the Branch Council pursuant to Rule 30(3).

#### **Membership non-transferable**

16. The rights and privileges of Membership shall be personal and shall not be transferable or transmissible.

**HONORARY LIFE MEMBERS****Qualification**

17. (1) Honorary Life Members may be elected at a June General Meeting of the Branch on the recommendation of the Branch Council from those members of the Association who have rendered long and outstanding services to the Branch and where appropriate, also to the Association or to the cause of dental and allied sciences or to the profession generally; and who by a resolution of not less than three- fourths of the Branch Council have been so recommended; and the election shall be in the manner set out hereunder.
- (2) The Branch Council may receive for consideration nominations for election to Honorary Life Membership by request in writing by the Chair of any Committee that may be formed by the Branch Council for such a purpose and in any case lodged with the Secretary at least 14 days before the date of the holding of the meeting of the Branch Council at which such request is to be considered for recommendation.
- (3) All recommendations by the Branch Council shall be by resolution of not less than three fourths of the Branch Council at a meeting at which not less than three-fifths of the members of the Branch Council are present held at least 28 days before the date of the June General Meeting. The Branch Council may at its absolute discretion from nominations received as aforesaid recommend one or more of such nominees to the June General Meeting for election to Honorary Life Membership without any obligation to make any recommendation whatsoever.

**Election**

- (4) Election to Honorary Life Membership shall be by the vote of not less than three-fourths of Members who being entitled so to do vote in person or by allowable proxy at the June General Meeting.

**Benefits and privileges**

18. A Member elected as an Honorary Life Member shall notwithstanding any other provision in these Rules be entitled to the full benefits and privileges of Membership of the Branch for life (including the right to participate in the benefits of the Indemnity Scheme upon payment of the annual subscription to that Scheme as prescribed by Rule 30) without the payment of any further annual subscription for Membership of the Branch, and with the Branch paying any Association annual subscription, unless ceasing to be a Member under the provisions of Rules 23 or 107.

**HONORARY MEMBERS****Qualifications**

19. (1) Honorary Members may be elected for the ensuing year at a June General Meeting of the Branch on the recommendation of the Branch Council from the following persons:
- (a) any persons who are distinguished in dental, medical or allied sciences or who have rendered distinguished service to the promotion of such sciences;
  - (b) any persons who have rendered distinguished service to the Branch or to the Association;
  - (c) any persons who in the opinion of the Branch Council may further advance the interests of dentistry generally.
- (2) Temporary Honorary Members
- The Branch Council may at any time and grant some or all of the privileges of Honorary Membership for a period not exceeding 12 months to any individual dentist who is temporarily resident in Victoria and who is a member or constituent of any body or association of dentists recognised by the Association.

**Benefits and Privileges**

20. Honorary Members, without the payment of any annual subscription for Membership of the Branch, shall enjoy the full benefits and privileges of the Branch save for the following:
- (a) the right to participate in the Indemnity Scheme;
  - (b) the right to vote at any election or upon any motion proposed to any Meeting of Members of the Branch;
  - (c) the right to speak for or against any motion before a Meeting of Members of the Branch (except with the express permission of the Chair of that Meeting).

**Limitations**

21. An Honorary Member shall be limited in time of Membership to the period of 12 months, and also be subject to the limitations required by Rule (20). Notwithstanding the latter, the Branch Council may at its discretion vary the rights and privileges of an Honorary Member.

**Revocation**

22. The Branch Council may at any time in its discretion revoke the Honorary Membership or the temporary Honorary Membership of any person and upon such revocation such person shall cease to be a Member.

**CESSATION OF MEMBERSHIP**

23. Members of the Branch shall cease to be Members if
- (a) they die;
  - (b) by notice in writing to the Secretary they resign their Membership;
  - (c) when requested so to do by the Branch Council they fail to comply with the provisions of Rule 6(2) hereof;
  - (d) they forfeit by misconduct or otherwise the qualification by virtue of which they became eligible as Members (without limitation to the generality of the foregoing) including if, being Student Members, they cease for any cause to be undergraduates of a dentistry course conducted by any university in the State or Australian Dental Council candidates PROVIDED HOWEVER that in the case of Student Members who graduate from an aforesaid course they shall be entitled to apply for election to other Membership of the Branch pursuant to these Rules;
  - (e) their subscription be in arrears for a period of one calendar month of the due date, subject however to the provisions of Rule 26 and 27;
  - (f) they fail to pay any levy or joining fee, if any, within one calendar month of due date;
  - (g) they be expelled from or forfeit Membership of the Branch pursuant to the provisions of Rule 107;
  - (h) the Council declares their membership to be annulled pursuant to Rule 6(5);
  - (i) they cease for any reason to be a member of the Association.
24. In the case of Rule 23(a) above, member benefits shall be available to the Member's non-dental practitioner partner for the rest of the subscription year or the six months following the Member's death, whichever is greater.

**Re-admittance to Membership**

25. In the event of ceasing to be a Member of the Branch pursuant to any of the Rules 23(b) to 23(i) inclusive, the ex-Member concerned shall have no absolute right of re-admittance to Membership. However, if such ex-Member at the discretion of the Executive Committee or the Branch Council be re-admitted to Membership it shall only be on payment of all arrears of monies due to the Branch and on such other terms as the Council sees fit to impose PROVIDED that any Member so re-admitted to Membership as aforesaid shall not be deemed to be a new Member and it shall not be necessary to be nominated or seconded as such and PROVIDED FURTHER that a Member re-admitted as aforesaid shall not be entitled to receive direct support from the Branch in respect of any cause or action or other matter which may arise or any claim

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which may be made against such Member during the period of being unfinancial or cessation of membership.

SUBSCRIPTIONS**SUBSCRIPTIONS****Subscriptions**

26. The Branch Council shall determine the Branch joining fee and a schedule of Branch annual subscriptions payable by the Members within each class and sub-class established pursuant to Rule 7 and determine when and in what manner such subscriptions shall be collected.

**Power to waive Branch subscriptions or levy additional amounts**

27. In addition to the powers conferred upon the Branch Council by Rule 26, the Branch Council may at its sole discretion and on such terms as it thinks fit
- (a) waive or remit payment of all or part of any Branch subscriptions or arrears thereof or other monies due and owing or to become due and owing by any Member or any class or classes of Members;
  - (b) call on each Member to contribute to the funds of the Branch such additional amount or amounts as the Branch Council may determine PROVIDED HOWEVER that neither any such additional amount nor the aggregate of any such additional amounts shall in any one year exceed fifty per centum of the annual subscription payable by such Member in that year.

**Financial year**

28. Until otherwise determined by the Branch Council pursuant to Rule 26 hereof:
- (a) the Branch annual subscription as determined pursuant to Rule 26 shall be payable in advance or via an instalment payment plan approved by the Branch Council with the initial instalment payable in advance on the 1st day of July in each year;
  - (b) Student Members on graduation who apply for other Membership of the Branch shall be liable to pay the appropriate Branch subscription determined in accordance with the provisions of Rule 26 applicable to the class of Membership for which application is made PROVIDED HOWEVER that in the case of Student Members who graduate during the course of a financial year they shall only be obliged to pay in respect of that financial year a proportion of the relevant full subscription as determined by the Branch Council;
  - (c) except as provided in Rule 28(b) in the case of Student Members, the first annual Branch subscription of a Member shall be made at the time of making application for Membership and shall cover the residue of the then current financial year from the date of election PROVIDED that in the case of a Member elected after the 1st

day of January in any year, the Branch Council may make such reduction in the subscription for the current financial year as it may deem fit.

**Arrears**

29. Any Member whose Branch subscription is unpaid shall not have any right
- (a) to vote at Meetings of the Branch or to participate in any postal ballot conducted pursuant to the provisions of these Rules;
  - (b) to be appointed as a member of the Branch Council or of any committee or sub-committee;
  - (c) to inspect the Register of Members or books and documents of the Branch pursuant to Rules 33(2) and 117(2) respectively;
  - (d) to any other rights or privileges which may be vested in Members under these Rules.

**Subscriptions to Indemnity Scheme**

30. (1) The Branch Council shall negotiate the annual subscription payable by Members to the Indemnity Scheme
- (2) The Branch Council shall be responsible for and where applicable facilitate the collection from Members of the Indemnity Scheme subscription.
- (3) The Branch Council shall determine the date of when the Indemnity Scheme subscription is due, how it is paid, what form it takes and the Indemnity Scheme's coverage PROVIDED HOWEVER, that the Branch Council ensures Indemnity Scheme subscription process is complementary to and part of the Branch Subscription process.

**Additional duties of Branch Council re subscriptions**

31. In addition to the powers vested in the Branch Council pursuant to Rules 26 and 30, the Branch Council shall be responsible for the collection of the annual subscription payable by Members to the Association (the amount of which shall be as determined by the Branch Council of the Association), and the remittance of such subscriptions to the Association.



**OFFICIAL JOURNAL**

32. (1) The Branch Council may appoint any journal, newsletter, periodical or newspaper under whatsoever title published to be the Official Journal of the Branch.
- (2) During the currency of any such appointment unless the Branch Council otherwise determines each Member of the Branch shall be entitled to receive such Official Journal.

REGISTER OF MEMBERS

**REGISTER OF MEMBERS**

33. (1) The Branch shall keep a Register of the names, addresses, date of commencement and cessation of membership and classification of Members and such other particulars as the Branch Council may prescribe and this Register shall be in such form as the Council may determine.
- (2) All Members shall be entitled to inspect the Register of Members.

**Change of address to be notified**

- (3) Every Member shall communicate any change in address to the Branch in writing and any such change of address or other prescribed particulars shall be entered in the Register. The address of a Member as originally entered in such Register or if notice of change be given the new address set out in such notice shall be deemed to be the Member's registered address.

GOVERNMENT OF THE BRANCH COUNCIL

**GOVERNMENT OF THE BRANCH COUNCIL**

**How constituted**

34. (1) The business and affairs of the Branch shall be under the management and control of the Branch Council which shall include seventeen members who shall be elected in each even year for a two-year term of office in the manner hereinafter provided.
- (2) In addition to the elected members of the Branch Council the following shall be ex-officio members of the Council

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- (a) the Immediate Past President of the Branch if no longer an elected Member after the June General Meeting in each even year;
- (b) those members of the Branch Council elected as members of the Federal Council of the Association pursuant to Rule 104 during whatever term of office remains to them as members of the Federal Council or the Federal Executive after the June General Meeting of the Branch in each even year.

**Alteration of Branch Council number**

35. The Branch may in General Meeting by resolution of not less than three-fourths of the Members who being entitled so to do attend and vote at such Meeting to increase or reduce the number of members of the Branch Council.

**Election**

36. All members of the Branch Council (other than the ex-officio members) shall be elected in the manner hereinafter provided and shall hold office until the commencement of the day following the June General Meeting held in the even year next succeeding the year of their election unless they resign or are removed from or cease to hold office as provided in these Rules.
37. Branch Councillors so elected shall assume and commence office immediately upon the expiration of the term of office of the outgoing members of the Branch Council. A retiring member of the Branch Council shall be eligible for re-election to office.

**Nominations**

38. (1) Nominations for the Branch Council shall be sought from voting Members of the Branch by the Secretary at least 42 days prior to the June General Meeting in each even year.
- (2) Each nomination shall be in writing and assented to by the signature of the Member nominated and shall be proposed and seconded by two other voting Members, who shall sign the nomination paper as proposer or seconder as the case may be.
- (3) The Secretary shall immediately upon receipt of any nomination paper enter the name of each such nominee, with the name of the proposer and seconder, in a book, folder or other file to be kept for that purpose, which book, folder or other file as aforesaid shall be open to inspection at the Office by any Member at all reasonable times.

GOVERNMENT OF THE BRANCH COUNCIL

- (4) Nominations shall close at 5.00 pm on the 35th day prior to the June General Meeting in each even year.
39. (1) In the event of the nominations being not more in number than the positions to be filled, those who have been nominated pursuant to the above shall be deemed to be elected and shall assume and commence office on the expiration of the term of office of the outgoing members of the Branch Council.
- (2) In the event of there being more nominations than vacancies the election shall be by ballot.

**Conduct of ballot**

40. (1) The Branch Council shall for each election pursuant to Rule 39(2) take appropriate actions, including appointing a Returning Officer, to allow conduct the ballot pursuant to the By-Laws of the Branch.
- (2) The Ballot paper, shall be in a form and containing instructions as prescribed by the Branch Council.

**Counting of votes**

41. Counting of votes will be pursuant to the By-Laws of the Branch.

**Informal votes**

42. Validity of votes will be determined pursuant to the By-Laws of the Branch.

**Casting vote**

43. In the event of there being an equality of votes for two or more Members for election to the Council, the Returning Officer shall have a casting vote or votes.

**Result of ballot**

44. Immediately upon the completion of the counting of votes, including that or those of the Returning Officer pursuant to Rule 43 (if applicable), the Returning Officer shall certify the result in writing to the President.

**Election of Executive Committee and Appointment of Finance Risk and Audit Committee**

45. (1) Prior to the June General Meeting in each year (and, in the case of an election being necessary pursuant to Rule 39(2), after the Returning Officer has advised the President of the result of the ballot pursuant to Rule 44) the President shall convene a meeting of the members of the Branch Council holding office for the ensuing

year, to elect from their number, pursuant to the By-Laws of the Branch, the following office bearers:

- (a) a President;
- (b) a Vice-President; and
- (c) two Executive Councillors

who shall collectively together with the ex-officio member pursuant to Rule 63(2), constitute the Executive Committee and shall assume and commence office on the expiration of the term of office of the outgoing Executive Committee at the commencement of the day following the June General Meeting

- (2) At the same meeting the members of the Branch Council shall also appoint the Finance Risk and Audit Committee and its Chair and Vice-Chair for the ensuing year pursuant to Rule 77(1) and the By-Laws of the Branch.

#### **Announcement of results**

46. (1) The President shall announce the result of the ballot, or the names of the persons deemed to be elected as members of the Branch Council pursuant to Rule 39(1) as the case may be, to the June General Meeting in each even year.
- (2) The President shall each year announce to the June General Meeting the members of the Executive Committee elected pursuant to Rule 45(1) for the ensuing year.
- (3) The President shall each year announce to the June General Meeting the members of the Finance Risk and Audit Committee appointed pursuant to Rule 45(2) for the ensuing year.

#### **Filling of vacancies**

- (4) In the event of there having been fewer nominations for the Branch Council than vacancies, the Branch Council may at some subsequent date appoint a Member or Members to fill any such vacancy or vacancies.

**VACATION OF OFFICE****Removal from Office**

47. Any member(s) of the Branch Council, other than ex-officio member(s) may be removed from office before the expiration of the term for which they were elected by a resolution passed at an Extraordinary General Meeting of the Branch called for the purpose. By a motion passed at the same Meeting, other Member(s) may be appointed in their stead and shall be subject to retirement at the next June General Meeting of the Branch in an even year.

**Cessation of Office**

48. (1) Office bearers or other members of the Branch Council shall cease to hold office and a casual vacancy occur
- (a) if they die;
  - (b) if by notice in writing to the Secretary they resign their office;
  - (c) if for any reason they cease to be a Member of the Branch (including, without limitation, if they are suspended or expelled from or forfeit Membership of the Branch pursuant to Rule 107 hereof);
  - (d) if they are removed from office pursuant to Rule 47;
  - (e) if they are absent from three consecutive meetings of the Branch Council (of which due notice has been given) without the consent of the Branch Council unless the Council shall be of the opinion that there was sufficient justification of such absence PROVIDED ALWAYS that leave of absence may be granted by the Branch Council to any member thereof; or
  - (f) if in the opinion of the Branch Council they become incapable of acting or refuse to act.

Right of Appeal PROVIDED ALWAYS that an office bearer or other member of the Branch Council who ceases to hold office by virtue of Rule 48(1) shall be entitled to appeal against the decision of the Branch Council to an Extraordinary General Meeting of the Branch, and the procedure to be followed in connection with such appeal and the result thereof shall also be that provided for in connection with an appeal by a Member pursuant to Rule 107.

- (2) An office bearer or other member of the Branch Council who ceases to hold office or their estate (in the case of an office bearer or other member of the Branch Council who dies) must return any documents belonging to the Branch within 28 days of them ceasing to hold office or be a member of the Branch Council.

VACATION OF OFFICE**Appointment of Deputy**

49. In the event of a member of the Branch Council being granted leave of absence for any period exceeding three months, the Branch Council may appoint another Member to act as deputy instead of such member of the Council during the absence and, if any member of the Branch Council to whom leave of absence is granted shall hold any office, the Branch Council may appoint another member of the Branch Council to fill such office during the absence. Such leave of absence shall not be granted retrospectively unless the Branch Council is satisfied it was not feasible for such a member of the Branch Council to seek the leave in advance. The following provisions shall apply to any deputies appointed pursuant to the foregoing while they so hold office.
- (a) they shall be entitled to receive notice of meetings of the Branch Council and to attend and vote thereat;
  - (b) they shall be entitled to exercise all the powers and perform all the duties of a member of the Branch Council;
  - (c) they shall vacate office upon the return of the member of the Branch Council in whose stead they were appointed deputy or upon the death or vacation from office of such member of the Branch Council;
  - (d) they shall, whilst acting as deputies, be responsible to the Branch for their own acts and defaults and shall not be deemed to be the agent of the Branch Council members for whom they were appointed deputies.

CASUAL VACANCY**CASUAL VACANCY****How filled**

50. Any casual vacancy in the Branch Council shall be filled by the Branch Council with another Member within 50 days of the occurrence of such casual vacancy, and the person appointed to fill such vacancy shall hold office until the conclusion of the next June General Meeting in an even year PROVIDED that the Branch Council shall be at liberty not to fill any casual vacancy occurring in the Council after the 15th day of March in any even year.
51. The continuing members of the Branch Council may act notwithstanding any vacancy in their body but if and so long as the number of members of the Branch Council is reduced below nine the continuing members of the Branch Council may act for the purpose of increasing the number of members of the Branch Council to that number or of summoning a General Meeting of the Branch but for no other purpose.

**PROCEEDINGS OF COUNCIL****Meetings**

52. (1) The Branch Council shall meet in person at such times and places as the Branch Council decides but on not less than six occasions in every calendar year and at least once every two months, unless for special reasons the Branch Council shall decide otherwise. Special meetings may be convened at any time when so directed by the President or by any three members of the Branch Council.
- (2) The Branch Council may also confer on a given matter via telecommunications at such times as may be determined by the President or the Executive Committee. Where votes are registered as a consequence of such a conference, these must be recorded at the next Branch Council meeting held pursuant to Rule 52(1). However, such ballots shall be as valid and immediately effective as if made at a meeting held in person pursuant to Rule 52(1).
- (3) A member or members of Branch Council, provided a quorum of members physically present at a scheduled meeting is achieved, may on occasion of unusual circumstances, and only with the approval of the President, attend all or part of the meeting via teleconference.

**Notice of meeting**

53. Not less than 7 days' notice of any meeting of the Branch Council shall be given to every member of the Branch Council PROVIDED that notwithstanding the foregoing a meeting of the Branch Council may in the case of emergency (of which the President shall be the sole judge) be called at shorter notice providing that the nature of the business is stated.

**Quorum**

54. (1) The quorum for a meeting of the Branch Council shall be at least three-fifths of the members of the Branch Council eligible to attend.
- (2) If a quorum be not present within half an hour of the appointed time, the meeting shall lapse.

**The Chair of meetings**

55. The President shall act as the Chair at every meeting of the Branch Council, or if there is no President or if the President is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act then the Vice-President shall preside or, failing the Vice-President, then the members of the Branch Council present shall elect one of their number to be the Chair of the meeting.

**Voting at meetings**

56. (1) Subject to Rule 56(3), questions arising at any meeting of the Branch Council shall be decided by a majority of votes and each member of the Branch Council, whether elected or ex-officio, shall have one vote except in the case of an equality of votes when the Chair shall have a casting vote in addition to a deliberative vote.
- (2) Resolutions adopted by a conference at which members of the Branch Council are not present in person at one place (subject to Rules 52(2) and 54) shall nevertheless be deemed to have been passed on the day and at the time the conference was held.
- (3) A member of the Branch Council shall not be entitled to vote where that member has declared a conflict of interest, and their vote shall not be counted in determining the majority on a question.

**Conduct and recording of meetings**

57. (1) The Branch Council may, subject to these Rules, conduct its meetings as it may think fit and may make such regulations and decisions as it may think fit for the transaction of the business of the Branch Council, and may adjourn any meeting of the Branch Council to such date as may be decided.
- (2) Accurate minutes of all resolutions and proceedings of the Branch Council shall be prepared and kept.

**Validity of acts**

58. All acts done at any meeting of the Branch Council or by a sub-committee thereof or by any person(s) acting on behalf of the Branch Council and duly authorised in that behalf shall notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such members of the Branch Council or person(s) acting as aforesaid or that they or any of them were disqualified from so acting be as valid as if every such person had been duly qualified.



**POWERS AND DUTIES OF THE BRANCH COUNCIL**

59. (1) The management and control of the business and affairs of the Branch shall be vested in the Branch Council which may exercise all such powers and do all such things as may be exercised or done by the Branch save such as are by these Rules required to be exercised or done by the Branch in General Meeting subject nevertheless to these Rules and to any regulations not inconsistent with the said provisions that may be made by the Branch in General Meeting; but no regulation so made by the Branch in General Meeting shall invalidate any prior act of the Branch Council which would have been valid if such regulation had not been made.
- (2) Subject always to these Rules, the Branch Council may delegate to officers, committees, or staff any of its powers and functions other than:
- (a) this power of delegation; or
  - (b) a duty imposed on the Branch Council by the Act or any other law.
- (3) General duties of Branch Council shall be:
- (a) to ensure each Branch Councillor is familiar with these Rules and the Act;
  - (b) to ensure the Branch complies with the Act;
  - (c) to ensure Branch Councillors comply with these Rules and the Act.

**Power to make By-Laws**

60. The Branch Council shall have power to make vary and repeal By-Laws not inconsistent with these Rules as it thinks expedient for the proper conduct and management of the Branch or for the direction of the Members or for the proper conduct and management of the Branch Council and of any of its Standing and Ad Hoc Committees or for the direction of the members, officers and servants of the Branch Council or of any Committee or generally for or in respect of any such matters as are not elsewhere prescribed in these Rules.

**Powers to make financial agreements**

61. The Branch Council may:
- (a) at its discretion raise or borrow any sum or sums of money for the purposes of the Branch and may secure the repayment of such monies or any debts, liabilities, contracts or obligations undertaken or incurred by the Branch in such manner and upon such terms and conditions in all respects as the Branch Council thinks fit;
  - (b) acquire any real or personal property and may enter into vary or rescind such deeds, contracts, agreements and undertakings as may be thought necessary or expedient and may appoint any person(s) or corporation(s) to accept and hold on trust for the Branch any real or personal property acquired or to be acquired by the Branch on such terms and conditions as the Branch Council may think fit;
  - (c) sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or part of the real or personal property and rights of the Branch;
  - (d) if the Branch Council or any member thereof or any officer or servant of the Branch shall become personally liable for the payment of any sum primarily due from the Branch, execute or cause to be executed any mortgage, charge or security over or affecting the whole or any part of the assets of the Branch by way of indemnity to secure the person(s) so becoming liable as aforesaid from any loss in respect of such liability;
  - (e) appoint a paid Secretary and such other paid officers and servants either for a fixed period or without limitation as to the period for which they are to be employed and may suspend remove and dismiss them or any of them and appoint others in their place and allot their duties.

**Branch funds**

62. The Branch Council may employ and use the funds of the Branch for any of the purposes of the Branch and may pay and allow to any Member or member of the Branch Council or officer or servant of the Branch all reasonable travelling, hotel and other expenses incurred in connection with the performance of duties or services for the Branch or the Branch Council and such additional sum or sums by way of remuneration as the Branch Council may think fit and determine, and the Branch Council may pay the expenses of any committee appointed by the Branch or by the Branch Council PROVIDED ALWAYS that any remuneration or other payment to a Member must be in good faith and on terms no more favourable than if the Member was not a Member.

**THE EXECUTIVE COMMITTEE****How constituted**

63. (1) The Executive Committee shall be elected each year pursuant to Rule 45(1) from amongst the members of the Branch Council and shall include the following office bearers:
- (a) the President;
  - (b) the Vice-President; and
  - (c) two Executive Councillors.
- (2) In addition to the elected members of the Executive Committee the Immediate Past President of the Branch may be appointed by Council as an ex-officio member of Executive Committee.

**Casual vacancy**

64. The Branch Council shall have power at any time to appoint from their number any member to fill any casual vacancy occurring in the Executive Committee. Any person so appointed shall hold office only until the next June General Meeting, and shall then be eligible for election pursuant to Rule 45.
65. The office of a member of the Executive Committee shall become vacant if, for any reason, the member ceases to be a member of the Branch Council.

**POWERS OF THE EXECUTIVE COMMITTEE**

66. Subject always to directions of the Branch Council prescribing limitations on the powers of the Executive Committee (whether generally or in respect of particular transactions), the Executive Committee may exercise all such powers and do all such things as may be exercised or done by the Branch Council save such as are by these Rules expressly required to be exercised or done by the Branch Council.

PROCEEDINGS OF THE EXECUTIVE COMMITTEE**PROCEEDINGS OF THE EXECUTIVE COMMITTEE****Meetings**

67. (1) The Executive Committee shall meet, in person, at such times and places as it decides but on not less than six occasions in every calendar year and at least once every two months, unless for special reasons it shall decide otherwise. Not less than 7 days' notice of any such meeting shall be given to every member of

the Executive Committee. The President or any other three members of the Executive Committee shall have the power to call a meeting of the Executive Committee by giving not less than 24 hours written notice specifying the time and place for the meeting to all members of the Executive Committee.

- (2) Executive Committee may also confer on a given matter via telecommunications at such times as may be determined by the President, or any other three members of the Executive Committee. Where votes are registered as a consequence of such a conference, these must be recorded at the next Executive Committee meeting held pursuant to Rule 67(1). However such ballots shall be as valid and immediately effective as if made at a meeting held in person pursuant to Rule 67(1) above.
- (3) A member or members of Executive Committee, provided a quorum of members physically present at a scheduled meeting is achieved, may on occasion of unusual circumstances, and only with the approval of the President, attend all or part of the meeting via teleconference.

#### **Quorum**

68. The quorum for a meeting of the Executive Committee shall be three-fifths of members, and if there is no quorum present within half an hour of the appointed time, the meeting shall lapse.

#### **The Chair**

69. The President shall act as the Chair at every meeting of the Executive Committee, or if there is no President or if the President is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act then the Vice-President shall preside or, failing this, the meeting shall lapse.

#### **Voting at meetings**

70. (1) Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and each member of the Executive Committee shall have one vote except in the case of an equality of votes when the Chair shall have a casting vote in addition to a deliberative vote.
- (2) Resolutions adopted by a conference at which members of the Executive Committee are not present in person at one place (subject to Rules 67(2) and 68) shall nevertheless be deemed to have been passed on the day and at the time at which the conference was held.

**Accountability of the Executive Committee**

71. (1) Accurate minutes of all resolutions and proceedings of the Executive Committee shall be prepared and kept. Such minutes and consequential actions (unless impracticable so to do) shall be forwarded to each member of the Branch Council prior to and for consideration at the next following meeting of the Branch Council PROVIDED ALWAYS that any matter, which in the opinion of the President is of such a secret and confidential nature so to warrant, need not be included in such reports but, if not so included, a record to that effect shall be made in the minutes of the next meeting of the Executive Committee and the matter shall be reported to the Branch Council at the first meeting of the Branch Council following the conclusion of negotiations on such confidential matters or else a report shall be made in a manner determined by the President.
- (2) In all other respects the provisions of these Rules in relation to proceedings of the Branch Council shall also apply to meetings of the Executive Committee.

COMMITTEES

**COMMITTEES**

**Meetings**

72. (1) Committees shall meet together, in person, at such times and places as determined by the Chair. Usually not less than 7 days notice of any such meeting shall be given to every member of the Committee.
- (2) Committees may also confer on a given matter via telecommunications at such times as may be determined by the Chair. Where votes are registered as a consequence of such a conference, these must be recorded at the next Committee meeting held pursuant to Rule 72(1).
- (3) A member or members of Committees, provided a quorum of members physically present at a scheduled meeting is achieved, may on occasion of unusual circumstances, and only with the approval of the Chair, attend all or part of the meeting via teleconference.

**Delegation of powers by the Branch Council**

73. Without prejudice to the Branch Council's power to delegate powers and authorities or the doing of any act or thing to the Executive Committee, the Branch Council may in its discretion delegate any of its powers and authorities or the doing of any act or thing to any Standing or Ad Hoc Committee for such periods and on such conditions as it thinks

fit and may prescribe regulations to be observed by any such committee in the exercise of any power so delegated to it.

### **Membership of Committees**

74. (1) Members of the Branch, whether or not members of the Branch Council, and in special circumstances non-Members may be appointed by the Branch Council as members of a committee.
- (2) The President shall for the period of office be an ex-officio member of all committees unless excluded pursuant to the By-Laws of the Branch PROVIDED ALWAYS that the President shall be empowered to nominate and be represented by any member of the Branch Council at any meeting of a committee, except a meeting of those Committees, where the President may not be an ex-officio member pursuant to the By-Laws of the Branch.
- (3) The Branch Council may dissolve any committee or terminate the appointment of any member of a committee at will.
- (4) Any committee not declared by the Branch Council to be a Standing Committee shall be deemed to be an Ad Hoc Committee.

### **Standing Committees**

75. (1) Standing Committees of the Branch shall be as established by the Branch Council, pursuant to Rule 73 and subject to Rule 76, and shall include:
- (a) the Continuing Professional Development Committee
  - (b) the Defence Advisory Committee
  - (c) the Oral Health Committee
  - (d) the Disputes and Ethics Committee
  - (e) the Recent Graduates and Students Committee
- (2) Accurate minutes of all resolutions and proceedings of all Standing Committees shall be prepared and kept.

### **Duration of Office**

76. (1) At the first meeting of the Branch Council to be held after the June General Meeting in each odd year:
- (a) all members of Standing Committees, other than those pursuant to Rule 76(2) below, shall be deemed to have retired from office; and

COMMITTEES

- (b) the Branch Council shall appoint the members of each Standing Committee for the ensuing two years.
- (2) The Recent Graduates and Students Committee shall be appointed on an on-going basis pursuant to the By-Laws of the Branch.
- (3) Members of an Ad Hoc Committee shall hold office until the termination of the Committee's delegated task(s) or as otherwise determined by the Branch Council.

**Finance Risk and Audit Committee**

77. (1) The Finance Risk and Audit Committee shall comprise five to seven members being:
- (a) two Branch Councillors as the Chair and the Vice Chair at least one of whom must be an Executive Councillor;
  - (b) at least one other Branch Councillor;
  - (c) at least one Branch Member who is not a Branch Councillor; and
  - (d) any other persons as determined by the Branch Council.
- (2) The Finance Risk and Audit Committee shall be appointed annually pursuant to Rule 45(2).
- (3) The Finance Risk and Audit Committee shall assist the Branch Council in discharging its responsibilities for financial reporting, maintaining a system of internal controls including risk management.
- (4) The Finance Risk and Audit Committee shall be responsible for conducting confidential directors' audits.
- (5) The Finance Risk and Audit Committee shall meet at least quarterly.
- (6) Accurate minutes of all resolutions and proceedings of the Finance Risk and Audit Committee shall be prepared and kept.

PRESIDENT**PRESIDENT**

78. (1) The President shall
- (a) chair the Branch Council and Executive Committee meetings, ensuring the effectiveness of the meetings and adherence to the Rules and By-Laws of the Branch

PRESIDENT

- (b) oversee the proper co-ordination of policies and resolutions of the Branch Council with the administration of the Branch
- (c) represent the Branch within the national framework of the Association
- (d) ensure that Branch policies and resolutions are effectively communicated to external bodies
- (e) carry out such duties and responsibilities as may be allocated by the Branch Council or Executive Committee

## (2) Powers of the President for urgent action

The President may, following a meeting of the Executive Committee or, if it be impossible or impracticable to convene a meeting of the Executive Committee, after consultation with all available members of the Executive Committee, take immediate action in the name of the Branch (not inconsistent with these Rules or the By-Laws or the policies or purposes of the Branch) on any matter affecting the Branch which requires immediate decision and action PROVIDED ALWAYS that the details of all such actions by the President shall forthwith be reported in writing to all members of the Executive Committee and shall be recorded in the minutes of the next meeting of the Executive Committee.

79. The Vice-President shall deputise for the President when the occasion demands and shall carry out such other duties and responsibilities as may be allocated by the Branch Council or Executive Committee.

IMMEDIATE PAST PRESIDENT

**IMMEDIATE PAST PRESIDENT**

80. The Immediate Past President shall
- (a) provide advice to the Council and the President
  - (b) assist the administration of the Branch as requested
  - (c) be appointed as Returning Officer (if present and willing) for any poll to be conducted at General Meetings of the Branch
  - (d) carry out such duties and responsibilities as may be allocated by the Council or the Executive Committee



FINANCE RISK AND AUDIT COMMITTEE CHAIR

**FINANCE RISK AND AUDIT COMMITTEE CHAIR**

81. (1) The Finance Risk and Audit Committee Chair shall
- (a) preside over the Finance and Audit Committee and shall present its reports to the Branch Council;
  - (b) be responsible for the receiving and banking of the annual subscriptions and all other monies paid to the Branch;
  - (c) disburse all payments authorised by the Branch Council or by the Executive Committee;
  - (d) be responsible for the maintenance of the accounts and other financial records of the Branch and arrange for their audit each year;
  - (e) ensure the Branch complies with its Financial Reporting and related obligations under the Act;
  - (f) deputise for the Secretary in that person's absence.
- (2) All subscriptions and other monies payable to the Branch shall be paid to the Finance Risk and Audit Committee Chair or such other officer or agent as may be appointed for that purpose, whose receipt in writing shall be a sufficient discharge for the same.
- (3) The Vice-Chair shall deputise for the Chair when the occasion demands and shall carry out such other duties and responsibilities as may be allocated by the Branch Council.

SECRETARY

**SECRETARY**

82. (1) The Secretary shall be appointed and removed by the Branch Council pursuant to the Act, the provisions of which relating to the appointment, the duties and the removal of such Secretary shall apply and be included as part of these Rules.
- (2) Without limiting Rule 82(1), the Secretary must:
- (a) maintain the Register of members pursuant to Rule 33 and the Act;
  - (b) keep custody of the common seal (if any) of the Branch and all books, documents and securities of the Branch pursuant to Rules 118 and 119;
  - (c) perform any other duty or function imposed on the Secretary by these Rules or the Branch Council.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

## **ACCOUNTS AND AUDIT**

### **Accounts**

83. The Branch Council shall cause to be kept proper books of account in which shall be kept full and complete accounts of the affairs and transactions of the Branch. The accounts shall be closed on the 30th day of June in each year and a balance sheet and revenue account shall be made out up to such date.

### **Auditor**

84. (1) One or more qualified auditors shall be appointed annually by the Branch at the Annual General Meeting. In the case of the death or resignation of an auditor during the year, the Branch Council shall be authorised to appoint a replacement at its next meeting following the vacancy in the office of auditor. No member of the retiring or the incoming Council shall be appointed auditor.

(2) It shall be the duty of the auditor(s) to examine the books of account and other financial records of the Branch and to audit the balance sheet and revenue account for presentation to the Annual General Meeting and also to perform such other audits as requested by the Branch Council.

(3) The remuneration of the auditor(s) shall be approved by the Branch Council.

(4) An auditor can only be removed from office by a resolution of Members at a General Meeting. Notice of an intention to move such a resolution and a statement in full of the proposed resolution must be given to Members at least two months in advance of the meeting, and copies of the notice must be provided to both the auditor and Registrar by the Secretary as soon as possible after the notice has been received by the Secretary.

### **Annual report and audited accounts**

85. A copy of every report of the Branch Council and of every balance sheet and revenue account which is to be laid before the Branch at the Annual General Meeting together with a copy of the report of the auditor(s) thereon shall be sent to all Members not less than 7 days before the date of the Meeting.

**GENERAL MEETINGS****Annual General Meeting**

86. (1) The Annual General Meeting of the Branch shall be held no later than the 30th day of November in each year at such time and place as the Branch Council shall determine.
- (2) The business of an Annual General Meeting shall be:
- (a) to receive and consider the minutes of the immediately preceding Annual General Meeting and of all Extraordinary General Meetings held since the preceding Annual General Meeting;
  - (b) to receive and consider the balance sheet, revenue statement and the report of the Council and of the auditor(s) for the preceding financial year;
  - (c) to appoint auditor(s) for the ensuing year;
  - (d) to transact any other business of which notice shall have been given to the Secretary at least 21 days before the Annual General Meeting is held;
  - (e) to submit a statement containing information required by the Associations Incorporation Act 1981 (Vic.), as the same may be amended or re-enacted.

**June General Meeting**

87. (1) A General Meeting of the Branch shall always be held, in the month of June each year at such time and place as the Branch Council shall determine.
- (2) Part of the business of the June General Meeting shall be:
- (a) In each even year, to receive a report from the President of persons who have been elected as members of the Branch Council for the ensuing two years pursuant to Rules 38 - 44 inclusive;
  - (b) each year, to receive a report from the President regarding the membership of the Executive Committee and Finance Risk and Audit Committee for the ensuing year pursuant to Rule 45;
  - (c) in each even year, to receive a report from the President of the members of the Branch Council elected as Federal Councillors for the ensuing two years pursuant to Rule 104;
  - (d) in each even year, to receive a report from the President of persons who have been elected as members of an Advisory Board of any Benevolent Fund of the Branch for the ensuing two years;
  - (e) to elect Honorary Life Members and Honorary Members of the Branch pursuant to Rules 17 and 19 respectively, if required.

**Other Ordinary General Meetings**

88. Ordinary General Meetings may be held at such times and places as the Branch Council shall determine.

**Extraordinary General Meetings**

89. (1) The Branch Council may at any time and shall on the requisition in writing of fifty Members stating the business for which it is required convene an Extraordinary General Meeting for any specific purpose. The requisition as aforesaid shall be left with or sent to the Secretary at the Office.
- (2) The Branch Council shall convene an Extraordinary General Meeting to consider an appeal, pursuant to Rule 108(7)
- (3) Upon receipt of such requisition or appeal an Extraordinary General Meeting shall be convened within 28 days from the date of receipt of such requisition.

**Notice and recording of General Meetings**

90. (1) The Secretary shall at least 14 days before any General Meeting or at least 21 days before any General Meeting at which a special resolution is to be proposed pursuant to Rule 101(2), notify Members of such Meeting specifying the place day and hour of the Meeting and the business that will be brought before such Meeting, including details of any resolution or special resolution which is to be proposed but the accidental omission to give such notice to or non-receipt of such notice by any Members shall not invalidate any resolution passed at any such Meeting. No business other than that stated in such notice, except of a formal nature, shall be brought forward at any General Meeting of the Branch unless notice thereof shall have been duly given as herein provided.
- (2) Accurate minutes of all resolutions and proceedings of General Meetings shall be prepared and kept.

**Quorum**

91. Ten Members entitled to vote shall form a quorum for the June General Meeting and Annual General Meeting. Twenty Members entitled to vote shall form a quorum for other General Meetings of the Branch. If within half an hour from the time appointed for the Meeting a quorum be not present the Meeting, if convened on the requisition of the Members, shall be dissolved; but in any other case it shall stand adjourned to the same day in the next week at the same time and place and, if at such adjourned Meeting a

quorum be not present, those Members who are present shall be a quorum and may transact the business for which the Meeting was called.

### **The Chair**

92. The President if present and willing to act shall preside at any Meeting of Members. If the President is not present within 10 minutes of the time fixed for calling the Meeting, or is unwilling to act as the Chair, then the Vice-President shall preside. If neither be present or be willing to act, the meeting shall elect a Chair from among the Members present.

### **Resolutions**

93. (1) Any proposed resolution submitted to any General Meeting of the Branch, other than a special resolution, shall be determined in the first instance by a show of hands.
- (2) A special resolution must be passed by not less than three-fourths of the Members who being entitled so to do vote in person or by allowable proxy at the General Meeting.
94. On a show of hands or on a poll every Member present in person and entitled to vote at the meeting shall have one vote. In the case of an equality of votes the Chair shall have a casting vote in addition to a deliberative vote.
95. (1) No Member shall be entitled to vote at any General Meeting unless all monies presently payable by that Member to the Branch have been paid.
- (2) A Member shall be entitled to appoint a proxy to vote at a June General Meeting and Annual General Meeting by notice given to the Secretary no later than 48 hours before the time of the Meeting in respect of which the proxy is appointed.
- (3) No Member shall hold more than five proxies excepting only the Chair who may hold an unlimited number provided the Members giving the proxies have specified their voting intentions for each and every matter listed in the notice of the meeting and such proxies held by the Chair shall only be applied to a vote on the matter for which notice has been given and in no other instance.

96. No objection shall be raised to the qualification of any voter except at the Meeting or adjourned Meeting at which the vote objected to is given or tendered, and every vote not disallowed at such Meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chair of the Meeting, whose decision shall be final and conclusive.
97. At any General Meeting, unless a poll be demanded by at least five Members present in person and entitled to vote at the Meeting, a declaration by the Chair that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the record of proceedings of the Branch shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

**Poll**

98. (1) If a poll is demanded as aforesaid, or is required to be held pursuant to the provisions of these Rules, it shall be taken immediately, unless otherwise decided by the Meeting, and in such manner as the Chair directs and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded or required. The demand for a poll shall not prevent the continuance of the Meeting for the transaction of any business other than the question upon which a poll was demanded.
- (2) The Immediate Past President if present and willing shall be appointed as Returning Officer for any poll to be conducted at General Meetings of the Branch. If the Immediate Past President is not present or not willing to act, the meeting shall elect a Returning Officer from amongst the Members present.

**Adjournment of Meetings**

99. The Chair may, with the consent of any Meeting, adjourn the same, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place. When a Meeting is adjourned for more than 10 days, notice of the adjourned Meeting shall be given as in the case of an original Meeting but save as aforesaid it shall not be necessary to give notice of an adjourned Meeting or of the business to be transacted thereat.

**Referral of matters for investigation**

100. The Members present at any Meeting of the Branch may refer any matter appertaining to the Branch to the Branch Council for consideration and investigation and the Council shall report thereon to the Branch at the next Ordinary General Meeting of the Branch or (at the sole discretion of the Branch Council) at an Extraordinary General Meeting of the Branch convened for the purpose by the Branch Council.

**Notices of resolutions**

101. (1) Notice in writing shall be given to the Secretary at least 35 days before the holding of any General Meeting of the Branch of any resolution to be proposed at such Meeting by a Member (other than a resolution proposed by the Branch Council) PROVIDED that any Member may at any Ordinary General Meeting of the Branch give notice of intention to move a particular resolution at a further Meeting of the Branch by handing a copy of the notice of resolution in writing to the Chair who shall forthwith read it to the Meeting.
- (2) Notice in writing shall be given to the Secretary at least 60 days before the holding of any General Meeting of the Branch of any special resolution to be moved at such Meeting by a Member (other than a special resolution proposed by the Branch Council) PROVIDED that any Member may at any Ordinary General Meeting of the Branch give notice of intention to propose a particular special resolution at a further Meeting of the Branch by handing a copy of the notice of special resolution in writing to the Chair who shall forthwith read it to the Meeting. A notice of special resolution (other than proposed by the Branch Council) shall require a proposer and seconder.
- (3) In all cases, notice of a proposed resolution and an explanatory statement of its intent must be in writing and in the case of a special resolution must specify that the resolution is to be proposed as a special resolution.

**Visitors**

102. A non-Member of the Branch may on the invitation of a Member and with the concurrence of the President be admitted as a visitor to any of the Meetings of the Branch.

ADAVB CONSTITUTION**Postal ballot**

103. (1) The Branch Council may if it deems it expedient and shall on the requisition in writing of fifty Members institute and conduct a postal ballot of all voting Members on any matter appertaining to the Branch and in such manner as the Branch Council determines. Any resolution to be carried or question to be decided shall be required to be so carried or decided by the same majority of votes as would have been necessary if such resolution or question had been carried or decided at a General Meeting of the Branch. The ballot shall be declared null and void if less than twenty votes are received.
- (2) A special resolution may not be decided by a postal ballot.

ASSOCIATION AND AFFILIATION**ASSOCIATION AND AFFILIATION****Federal Council**

104. (1) Subject to any contrary provisions contained in the constitution of the Association, the Branch Council shall elect in each even year in the manner hereinafter provided three members of the Branch Council (or such other number as may be provided for pursuant to the constitution of the Association) who will be appointed by the Branch as Federal Councillors.
- (2) The election of the Federal Councillors from members of the Branch Council shall be by nomination and ballot respectively called for and conducted in such manner as the Branch Council may determine PROVIDED that the ballot shall be declared at the June General Meeting in each even year. Save as otherwise expressly provided by these Rules, the election of the Federal Councillors shall be pursuant to Rule 19 of the constitution of the Association.
- (3) If any Federal Councillor elected pursuant to this Rule is unable to attend any meeting of the Federal Council the Branch Council may appoint a member of the Branch Council to act as an alternate Federal Councillor for such Federal Councillor at the meeting of the Federal Council which such Federal Councillor is unable to attend PROVIDED HOWEVER that the appointment of such an alternate Federal Councillor shall be made pursuant to Rule 40 of the constitution of the Association.



- (4) The Branch Council shall appoint a member of the Branch Council to fill any casual vacancy as defined by the Association Constitution and in the office of a Federal Councillor, and within 28 days of any such casual vacancy occurring shall notify the Secretary of the Association in writing of this fact and the name of the member of Branch Council appointed to fill the casual vacancy. Any member of Branch Council so appointed shall hold office only for the remainder of the term of office of the Federal Councillor so replaced.

**Affiliation of other bodies**

105. The Branch Council may admit to or discontinue affiliation with the Branch any dental association, society or body or medical organisation which has a direct connection to dentistry functioning exclusively within the State and on terms and conditions as specified in the By-Laws and otherwise determined by Branch Council.

DUTIES OF MEMBERS**DUTIES OF MEMBERS**

106. Every Member of the Branch shall be governed by and shall conform to the Rules and By-Laws of the Branch, and if applicable, the rules and regulations for the administration of the Indemnity Scheme.

DISPUTES AND ETHICAL COMPLAINTS**DISPUTES AND ETHICAL COMPLAINTS****Complaints**

107. (1) The Branch's procedures set out in this Rule and Rule 108 are subject to any requirements under the Act and shall apply to:
- (a) disputes between
    - (i) a Member and another Member; or
    - (ii) a Member and the Branch and
  - (b) ethical complaints
- (2) In any of the Branch's procedures set out in this Rule and Rule 108 a Member may appoint any person to act on their behalf, in a manner as determined by the Branch Council.
- (3) A Member who is the subject of a disciplinary procedure under these Rules must not initiate the procedures set out in Rules 107 and 108 in relation to the matter which is the subject of the disciplinary procedure until the disciplinary procedure has been completed.

**The Chair's Action**

- (4) Any written complaint pursuant to Rule 107(1) , submitted to the Branch, shall be referred to the Chair of the Disputes and Ethics Committee for assessment and action pursuant to Rules 107(3), 107(4), 107(5) and 108 PROVIDED HOWEVER that the Branch Council at its discretion may direct the Chair of the Disputes and Ethics Committee to avoid, discontinue or postpone investigations of complaints related to particular clauses of the Rules or By-Laws thereupon specified by the Branch Council, for a period of time also to be specified.
- (5) The Chair may at his or her discretion
- (a) conduct further investigation of the complaint personally; or
  - (b) refer such complaint to a panel comprised of three members of the Disputes and Ethics Committee for investigation,

**Disputes between a Member and another Member**

- (6) In disputes between a Member and another Member facilitated mediation shall be recommended to both parties, who must in good faith, attempt to settle the dispute by mediation.
- (a) The process of mediation can only begin with both parties executing consent. Failure by either party to give consent to the Branch within 21 days from the date of postage of an offer of mediation shall result in the Branch offering no further assistance in the matter.
  - (b) If consent is given then a mediator shall be appointed in a manner as determined by the Branch Council PROVIDED ALWAYS that the mediator is not a party to and shall not determine the dispute. Further, the mediator in conducting the mediation, must
    - (i) give the parties to the mediation process every opportunity to be heard;
    - (ii) allow due consideration by all parties of any written statement submitted by any party: and
    - (iii) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
  - (c) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute pursuant to the Associations Incorporation Act or otherwise at law.

DISPUTES AND ETHICAL COMPLAINTS**Disputes between a Member and the Branch**

- (7) The Chair or panel of the Disputes and Ethics Committee shall determine disputes between a Member and the Branch PROVIDED HOWEVER that the Member must be given an opportunity to be heard on the matter which is the subject of the dispute and may appeal the decision at a General Meeting in a manner consistent with Rules 10(2) or 108(7) and 108(8).

**Ethical Complaints**

108. (1) In addition to any written complaint against a Member, submitted to the Branch whether originating from members of the public or Members of the Branch, a public notice regarding any Member who has had a guilty verdict or a penalty recorded by a Court shall be sufficient for an investigation to be instigated.
- (2) After receipt and consideration of a written opinion from the Chair or panel of the Disputes and Ethics Committee investigating a complaint against such Member the Branch Council may consider further action.

**Disciplinary Actions**

- (3) If, in the opinion of the Branch Council, a Member may have been or may be guilty of an infringement of the Rules or By-Laws of the Branch or of any act, practice or conduct calculated or likely to bring discredit on or be injurious to the character, welfare, reputation or interests of the Branch, the Association or of the profession generally, the Branch Council shall call upon such Member to justify and explain such infringement, act, practice or conduct at a meeting of the Branch Council either personally or by the submission of a written statement. The Branch Council shall give such Member at least 14 days' notice of the meeting at which the case is to be heard, which notice shall contain particulars of the infringement, act, practice or conduct complained of.
- (4) If, after considering the statement in explanation (if any) submitted or made by the Member as aforesaid, a majority of the members of the Branch Council entitled to vote is of the opinion that the infringement of the Rules or By-Laws is proven, or otherwise that the act, practice or conduct of such Member has discredited or has been or is injurious to the character, welfare, reputation or interests of the Branch, the Association or the profession generally, the Branch Council at such meeting or subsequently may, either singly or in any possible combination,

DISPUTES AND ETHICAL COMPLAINTS

- (a) instruct the President to counsel and give remedial advice, with such action not to be recorded as an infringement;
- (b) instruct the President to issue a reprimand and/or remedial advice directly, or in conjunction with another Member appointed by the Branch Council, or in writing;
- (c) censure the Member directly or in writing;
- (d) impose a fine of up to the maximum specified in the Act;
- (e) suspend the Member from rights of Membership including without limitation the functions and services provided by the Branch and the Association and attendance at any of their Meetings for a period not exceeding 12 months in which case the Member shall forfeit any office held;
- (f) expel the Member from Membership of the Branch PROVIDED HOWEVER that a resolution for the expulsion of a Member shall be required to be passed by not less than three-fourths of the members of the Branch Council.

Once an infringement has been established, only then may the Branch Council take into consideration any previous disciplinary action(s) against the Member.

- (5) A Member shall be forthwith notified in writing of any resolution of the Branch Council for suspension or expulsion as aforesaid. Such notification shall also be given to the Association and to the Affiliates and Groups of the Branch.
- (6) The Branch Council may inform the Branch Membership of any penalties imposed pursuant to Rule 108 (4).
- (7) Any Member penalising as aforesaid shall have the right to appeal to an Extraordinary General Meeting of the Branch PROVIDED that notice of such appeal, stating the grounds therefore, shall be given in writing by the Member to the President within 14 days from the passing by the Branch Council of the resolution for such penalising of the Member. Within 28 days from the receipt of such notice of appeal, the Branch Council shall convene an Extraordinary General Meeting of the Branch to consider the appeal.

- (8) A majority of not less than three-fourths of the Members present at such Extraordinary General Meeting shall have power to annul the penalty or to annul the same subject to such conditions as the Meeting may think fit to impose PROVIDED that if suspension or expulsion is so annulled by the Extraordinary General Meeting, the Membership of the Member concerned shall be deemed not to have been suspended or terminated.
- (9) A Member suspended or expelled under this Rule shall forfeit all right to and claim upon the Branch and the property and funds of the Branch.
- (10) Non-compliance with any disciplinary action imposed under this Rule shall be deemed to constitute infringement of Rules 6 and 106 and may lead to forfeiture of Membership if not less than three-fourths of the Branch Council so resolve PROVIDED the Member concerned is then notified of such resolution and given a specified time in which to effect compliance. The Member shall also have the right of appeal against forfeiture of Membership in the manner of Rule 108 (7).

**Lifting of Penalty**

- (11) A penalty imposed on a Member pursuant to Rule 108(4) may subsequently be subject to annulment or early lifting by a resolution of the Branch Council passed by not less than three-fourths of the members of the Branch Council. The Member concerned shall forthwith be notified in writing of the resolution of the Branch Council for the annulment or early lifting of a penalty imposed under Rule 108(4). Such notification shall also be given to the Association and to the Affiliates and Groups of the Branch.

CONFLICT OF INTEREST**CONFLICT OF INTEREST**

109. (1) A member attending a General Meeting, Branch Council, Executive Committee or a Committee of the Branch who has a material interest: pecuniary, functional, representational, legal, statutory or otherwise; or potentially has such interest in any contract, arrangement or initiative under consideration at any meeting of the Branch shall be obliged to declare such interest to the meeting and shall not participate in discussion or vote in respect of the matter PROVIDED

HOWEVER, that participation in discussion may be allowed at the discretion of the Meeting.

- (2) Rule 109 (1) above does not apply to a material personal interest:
- (a) that exists only because the Member belongs to a class of persons for whose benefit the Branch is established; or
  - (b) that the Member has in common with all, or a substantial proportion of, the Members of the Branch.

### **INTELLECTUAL PROPERTY**

110. (1) The Branch may in its absolute discretion seek the assistance of members of the Branch in the preparation, creation, generation, refinement, development or alteration ("authorship") of documents, text or any other work protected by copyright, trade mark, design, patent or confidential information ("Intellectual Property").
- (2) If any member of the Branch is requested and agrees to participate in any generation of Intellectual Property for the Branch, then all Intellectual Property rights and interests, in whatsoever form and howsoever expressed, will reside solely and entirely as a matter of ownership with the Branch PROVIDED HOWEVER where a member contributes to the Branch's continuing professional development activities, then this contribution will remain the member's intellectual property, unless otherwise agreed.
- (3) Any member whose Intellectual Property is subject of Rules 110(1) and (2) shall covenant to do all things and execute all documents as necessary at any time to perfect or otherwise complete the assignment contemplated by these Rules at law, in equity or at all.
- (4) The assignment effected by Rule 110 (3) is full, final and irrevocable.

**NOTICES**

111. A notice may be served upon any Member either personally or by sending it through the post in a prepaid letter envelope or wrapper addressed to the Member's registered place of address. A notice sent by post shall be deemed to have been served on the fifth working day following that on which the letter envelope or wrapper containing the same is posted. In proving service by post it shall be sufficient to prove that the letter envelope or wrapper containing the notice was properly addressed and put into the post office and a certificate in writing signed by the Secretary or other proper officer that the letter envelope or wrapper containing the notice was so addressed and posted shall be conclusive evidence thereof.

AMENDMENT OF STATEMENT OF PURPOSES OR RULES

**AMENDMENT OF STATEMENT OF PURPOSES OR RULES**

112. (1) The Rules, including the Statement of Purposes, may be altered, added to, repealed or substituted by the passing of a special resolution.
- (2) Notice of a special resolution proposed by a Member for alteration to, addition to, repeal or substitution of the Statement of Purposes or other Rules, shall be given pursuant to Rule 101(2).
- (3) Notification of a special resolution proposed by the Branch Council or a Member for an alteration to, addition to, repeal or substitution of the Statement of Purposes or other Rules shall be sent to every Member pursuant to Rule 90.

VALIDITY OF ACT

**VALIDITY OF ACT**

113. Nothing in these Rules shall affect the validity of any act matter or thing heretofore done or omitted to be done by the Branch or by the Branch Council or by any officer, servant or Committee thereof under the Rules of the Branch for the time being heretofore in force.

**INCOME AND PROPERTY**

114. (1) The funds of the Branch shall be derived from joining fees, annual subscriptions, levies, donations and such other sources as the Branch Council determines.
- (2) The income and property of the Branch whencesoever derived shall be applied solely towards the promotion and carrying out of the purposes of the Branch and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the Members of the Branch or to any of them or to any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Branch or to any Member thereof or other person in return for any services actually rendered to the Branch or otherwise as provided in Rule 62 PROVIDED ALWAYS that such remuneration to Members is on terms no more favourable than if the Member was not a Member.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two from among the President, Chair and Vice-Chair of Finance Risk and Audit Committee, Immediate Past-President and Secretary.

WINDING UP

**WINDING-UP**

115. The Branch shall not be wound-up or dissolved except by a special resolution passed at a General Meeting of Members convened for that purpose pursuant to these Rules.

**Disposal of assets**

116. If upon the winding-up or dissolution of the Branch there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Branch, but shall be given or transferred to some other institution or institutions, having purposes similar to the purposes of the Branch, and whose constitution or rules or other constituent document shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Branch under or by virtue of Rule 114 hereof, such institution or institutions to be determined by the Members of the Branch at or before the time of dissolution.



**INDEMNITY**

117. Every member of the Branch Council and every Member who shall undertake any duties on behalf of the Branch or the Branch Council shall be indemnified out of the assets of the Branch against all costs charges losses damages and expenses which they shall respectively incur or be put to in the execution of their respective offices or by reason of or on account of any contract act deed matter or thing which shall be done permitted entered into or executed by them respectively on behalf of or bona fide in the interest of or with the view to benefiting the Branch notwithstanding that the same may be ultra vires in point of law and any such members of the Branch Council or Member shall be chargeable only for so much money as they shall actually receive and they respectively shall not be answerable for the acts receipts neglects or defaults of each other but each of them for their own acts receipts neglects or defaults only nor shall they respectively be answerable for any solicitor banker broker collector or other person appointed by the Branch Council or the Executive Committee with whom or into whose hands any property or monies of the Branch may be deposited or come nor for the insufficiency of any title to the estate or property which may be purchased by order of the Branch Council or of the Executive Committee on behalf of the Branch nor for the insufficiency of any security upon which any of the monies of the Branch shall be invested by order of the Branch Council or of the Executive Committee.

COMMON SEAL**COMMON SEAL**

118. (1) The Common Seal of the Branch shall be kept in the custody of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the Common Seal shall be attested by the signatures of two members of the Branch Council

CUSTODY OF BOOKS**CUSTODY OF BOOKS**

119. (1) Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control, all books, documents and securities of the Branch.
- (2) All Members shall be entitled to request to inspect, and/or receive copies of, the books, documents and securities of the Branch, during Office hours and with reasonable notice of the request to the Secretary. The Secretary shall comply with

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the request PROVIDED THAT the Secretary shall not without the permission of the Branch Council allow the inspection, and/or provision of copies of, minutes or other records of any Committee or the Branch Council which he or she reasonably deems to relate to a confidential, personal, employment, commercial or legal matter or where to do so may be prejudicial to the interests of the Branch.