

Mine Ventilation Society of Australia Inc.

CONSTITUTION

June 2012

Revision 1 February 2016
Replaced AGM with BGM as voted by all members

Preamble and Definitions

- P1 In the Constitution, unless there is something in the subject or in the context inconsistent therewith:
- (a) Words importing the masculine gender shall include the feminine; and words importing the singular shall include the plural, and vice versa;
 - (b) The term "Society" shall mean Mine Ventilation Society of Australia Inc;
 - (c) The term "Council" shall mean the Council of the Society as Constituted under Clause 18 of the Constitution;
 - (d) The term "Executive" shall mean the Executive Committee as defined under Clause B3;
 - (e) The term "Ventilation" shall mean mine ventilation engineering and shall include refrigeration, pollution control and occupational hygiene activities.

CONSTITUTION

1. NAME & HEAD OFFICE

- a. The name of the Society is
'Mine Ventilation Society of Australia Inc.
- b. The current registered address is
PO Box 530,
Welshpool DC,
Western Australia
6986

2. STRUCTURE

the Society shall:

1. exist in its own right, separately from its members
2. Continue to exist in spite of changes in membership and office bearers.
3. The society shall operate on a not for profit basis and will not pay any dividends to members or office bearers.
4. Members or Office Bearers of the Society have no rights over the funds or assets of the Society
5. **The property and income of the Association shall be applied solely towards the promotion of the objects or purpose of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.**

3. OBJECTIVES

The objectives of the Society are:

1. To promote and advance the science and practice of ventilation engineering, with particular reference to mine ventilation and associated problems by:
 - a. Encouraging member co-operation in activities necessary to produce and maintain a healthy and safe working environment
 - b. Providing a forum where opinions and viewpoints in connection with mine ventilation engineering and occupational hygiene can be raised and discussed; and
 - c. Acting as a channel where members and industry opinions concerning mine ventilation engineering, and occupational

hygiene and pollution control problems may be communicated to regulatory authorities

2. To propagate knowledge amongst ventilation officials by the dissemination of information orally, by means of printed matter, by visits, by meetings and by other suitable means.
3. To hold meetings of members and interested persons or bodies, for the purpose of promoting discussion on matters relating to mine ventilation.
4. To promote personal contact and co-operation amongst ventilation officials and other interested persons.
5. To accumulate and disseminate information on mine ventilation engineering and its control by:-
 - a. Promoting the education of members
 - b. Producing a Newsletter Journal
6. To represent Australian mine ventilation interests both nationally and internationally
7. To uphold the status and the interests of members of the Society and to consider, discuss and deal with all matters affecting the general professional interest of members
8. To do all things compatible with the Professional status of the Society which may be necessary or desirable for the attainment of the above objectives
9. Council, as set out in the Constitution, and where necessary with the approval of members at a Biennial General Meeting, is authorised to do all it shall deem necessary to achieve the objectives of the Society.
10. The society shall operate on a non profit basis and will not pay any dividends to members or office bearers.
11. Members or Office Bearers of the Society have no rights over funds or assets of the Society.

4. MEMBERSHIP

Membership is open to all individuals interested in mine ventilation engineering. There shall be four classes of membership:

1. Fellows
2. Members
3. Honorary Life Fellows
4. Student members

4.1. FELLOWS

The following persons are eligible for election as Fellows:

- a. Persons engaged in mine ventilation who have received a regular engineering or scientific training, and who in the opinion of Council have attained an advanced knowledge of ventilation or a branch of engineering or science related to mine ventilation.
- b. Such other persons who in the opinion of Council have adequate knowledge or qualification in ventilation engineering or a branch of engineering or science related to mine ventilation.
- c. A person who has served at least five unbroken years of service under the Grade of Member, and who satisfies the other required criteria for transfer to the Grade of Fellow.

4.2 MEMBERS

The following persons are eligible for election as Member:

- a. Persons who are engaged as a mine ventilation engineer on a mine and/or is a statutory appointee responsible for the management of the mine's ventilation.
- b. Persons appointed in capacity as a ventilation technician on a mine to assist the ventilation engineer or statutory appointee in the management of mine ventilation system.
- c. A person are in the possession of a NSW or Queensland colliery ventilation officer certificate, graduate diploma in mine ventilation or any other mine ventilation qualification recognized by council.
- d. A person in possession of a qualification in occupational hygiene or equivalent.
- e. Persons appointed as mining manager, under managers, mine planners and HSE actively involved with mine ventilation.
- f. A person engaged in research, education, equipment supply or health and safety management related to mine ventilation that in the opinion of the Council contributes to mine ventilation industry.

The decision regarding the granting of membership shall be at the sole digression of the Council.

4.3 HONORARY LIFE FELLOWS

Persons who are or have been Fellows of the Society, and have rendered conspicuous services to the Society, or the profession of ventilation engineering, or science, or industry.

4.4 STUDENT MEMBERS

Bona fide students studying engineering, science or for any other qualification deemed acceptable by Council at a recognised Tertiary Institution may apply for membership as a student member.

5. ELECTION OF MEMBERS

5.1 FELLOWS, MEMBERS, ASSOCIATES AND STUDENT MEMBERS

Applications for admission to membership shall be submitted to the Council in writing in the manner prescribed in the Constitution. Applications shall be considered by the Executive Committee or the Council and the candidate shall be declared elected if supported by not less than two-thirds of the members present.

5.1 HONORARY LIFE FELLOWS

Honorary Life Fellows shall be elected by Council by secret ballot upon consideration of a written citation, provided that no less than two-thirds of those present and eligible to vote are in favour. The election of Honorary Life Fellows shall be notified in the Journal and where possible, the presentation of the certificate of membership shall be made at a Biennial General Meeting.

6. RIGHTS AND PRIVILEGES OF MEMBERS

- a. Fellows, Members and Associates shall enjoy all the rights and privileges of the Society as mentioned and implied in the Constitution, except as otherwise indicated.
- b. Honorary Life Fellows shall enjoy the rights and privileges of Fellows.

7. TRANSFER

- a. A Member on becoming eligible for admission to a higher grade may apply for transfer.
- b. Subscribers shall be admitted in a manner prescribed in the Constitution.

8. SUBSCRIPTIONS

- a. Every Fellow, Member, Associate, *student member* or Subscriber shall pay to the Society such subscription, fee or sum and in such manner as is prescribed in the Constitution.

- b. A Member who is over the age of 60 and who has been a member of the Society for at least 20 years shall be offered a reduced annual subscription, as prescribed in the Constitution.

9. LIABILITY OF MEMBERS

The liability of members shall be limited to the amount of their unpaid subscription and any other amount owing by them to the Society.

10. RESIGNATION

Any member, on notifying the Council in writing of his intention to withdraw from the Society, shall cease to be included in the membership of the Society.

11. INSPECTION OF RECORDS

Any member may at any reasonable time inspect without charge the books, documents and records of the Society.

12. ARREARS

- a. A member whose subscription is more than six months in arrears shall at the discretion of Council forfeit all rights of membership.
- b. A member who is in arrears with his subscription for a period of six months, and fails to pay such arrears within three months after written demand from the Council, shall at the discretion of the Council cease to be a member of the Society.
- c. Such member may at the discretion of the Council be reinstated on payment of such arrear subscriptions as the Council may decide.

13. DISCIPLINE

- 12.1 The Council shall have the right at its discretion to take the following disciplinary action if supported by no less than two-thirds of Council members present against any member who in the opinion of the Council willfully acts in contravention of the rules of the Society to its prejudice or is guilty of conduct prejudicial to the interests or standing of the Society: -
 - a. To reprimand such member, or
 - b. To deprive such member of any or all the rights and privileges of his membership for such period as the Council may deem fit, or
 - c. To call on such member in writing to resign forthwith and if he fails to resign within 30 days, to expel such member.

- 12.2 No disciplinary action shall be taken by the Council under this section until such member has been given a reasonable opportunity of being heard in his defense, at a meeting of the Council.

14. CESSATION OF MEMBERSHIP

- 13.1 Every person ceasing to be a member of the Society from any cause whatever shall there-upon forfeit all rights, title and interest in and to the funds, property and assets of the Society.
- 13.2 Such person shall be liable for payment of all monies owing to the Society up to the date of cessation of membership.

15. COUNCIL

- 15.1 The management and control of the assets and affairs of the Society shall be vested in a Council.
- 15.2 The members of Council shall consist of
 - a. Office Bearers/Executive Council:
 - i. The President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - b. The Immediate Past President
 - c. The Honorary Editor
 - d. Elected Members:

15. ELECTION OF COUNCIL

- 15.1 The President, Vice-President, Treasurer and Secretary shall be elected annually by the outgoing Council at the last meeting of the calendar year, in a manner as prescribed in the Constitution.
- 15.2 At last seven members of Council shall be elected biennially by the corporate members of the Society and shall hold office until the election of their successors. The ballot for the election shall be conducted between the close of the financial year [two year period] and the Biennial General Meeting, and the incoming Council shall take office as from the date of the Biennial General Meeting.
- 15.3 Any member of Council elected in terms of clause 16.2 who fails to attend three consecutive meetings of the Council or of the Executive Committee (if he is a member of the latter) without leave of absence being granted, shall automatically cease to be a member of Council, and his seat on Council, may be filled by co-option.

- 15.4 Nominations for members of the Council shall be made in a manner as prescribed in the Constitution.
- 15.5 The election of members of the Council shall be by postal ballot in a manner prescribed in the Constitution.

16. POWERS OF COUNCIL

- 16.1 All funds, property and assets of the Society shall be vested in the Council for the time being in trust for members of the Society.
- 16.2 The Council shall have the power: -
 - a. To fill any casual vacancy in their number.
 - b. To elect members of the Society and to determine the class of membership to which members shall belong.
 - c. To accept Subscribers.
 - d. To fix the amount of entrance fee and the annual rate of subscription approved at a General Meeting, for all classes of member.
 - e. To appoint, where necessary due to any cause, honorary officials for the current year only.
 - f. To appoint paid officials if necessary, such officials to hold office and receive remuneration at the discretion of Council.
 - g. To expend or receive monies on purchase, fees, remuneration, awards, donations, subscriptions and expenses necessary or desirable for the furtherance of the purposes of the Society or the interests of members.
 - h. To carry out financial transactions for purposes of the Society, using if necessary the security of assets of the Society or otherwise, at their discretion.
 - i. To disburse funds in accordance with the objectives of the Society.

17. DUTIES OF COUNCIL

- 17.1 The Council shall manage and control the affairs of the Society in a manner befitting the professional standing of the Society and shall do all such things as are necessary to further the objectives of the Society.
- 17.2 The Council shall limit current expenditure to the amount of income for the current year as far as is reasonably possible but can exceed this expenditure for special purposes if authorized by a Minute of the Council.
- 17.3 The Council shall cause proper Minutes to be kept of the proceedings of all meetings of the Council and the Society.

- 17.4 The Council shall cause true accounts to be kept of all monies received and expended by the Society; the matters in respect of which such receipts and expenditure take place and the assets and liabilities of the Society.
- 17.5 The Council shall submit at each Biennial General Meeting a report on the activities and position of the Society, together with an audited Financial Statement and Balance Sheet for the previous financial year. The financial year shall be as specified in the Constitution, together with a membership register.
- 17.6 The financial affairs of the Society shall be under the control of Council through the Treasurer and shall be conducted by means of a banking account.
- 17.7 All withdrawals from banking accounts shall require any two of three signatures appointed by Council for this purpose.
- 17.8 The Society's accounts will close as specified in the Constitution each year and shall be subject to an annual audit by accredited auditors appointed by Council.
- 17.9 A statement of the accounts and records of the Society for the preceding two financial years shall be presented for inspection and approval at each Biennial General Meeting.
- 17.10 Council in administering the funds of the Society is presumed to be acting as the Society's agent and its members will not be personally liable for the debts of the Society unless they have acted in bad faith or exceeded the powers conferred on them by this Constitution.
- 17.11 The Society may not give any of its money or property to its members or office bearers, excepting where it pays for work that a member or office bearer has carried out for the Society. Such payment should be consistent with the work that has been done.
- 17.12 Notice of Council Meetings shall be given to each member of Council by whatever means are suitable.
- 17.13 The Secretary on behalf of the Council shall keep and maintain an accurate register of all members. The register shall include
 - a. Members full names
 - b. Postal and residential address
 - c. Current employer
 - d. Contact details i.e. Phone number, e-mail address.
- 17.14 The secretary on behalf of the Council shall be the custodian of the member register and the minutes of all the meetings.
- 17.15 The Treasurer on behalf of the Council shall have custody of all documents, securities and financial records.

18. ALTERATIONS

- 18.1 The Council shall frame points not inconsistent with the Constitution for the proper management and regulation of the affairs of the Society.
- 18.2 The Constitution may at any time be altered, added to or rescinded by the Council, provided that notice of the intention to move any such change to the Constitution is done by Special Resolution, included in the notice convening the Council meeting concerned, and provided further that 75% (three-fourth) of the voting members of Council vote in favour of such change
- 18.3 Any amendments to the Constitution shall be communicated in writing to members and the representatives of Branches, Sections and Areas within two months of any alterations effected by Council.
- 18.4 Amendments to the Constitution directly affecting Branches, Sections or Areas shall only come into effect after the views of the representatives of the Branches, Sections or Areas have been submitted to Council.

19. SIGNING OF DOCUMENTS

- 19.1 Council shall empower by Minute of Council such members of Council or officials as may be duly authorized thereto to sign all deeds, documents and writing requiring execution on behalf of the Society.
- 19.2 The Secretary on behalf of the Council shall be the custodian of the Common seal of the Society and ensure that every use of the common seal is recorded.
- 19.3 Usage of the common seal shall
 - a. Be used only with the authority of the Council members and
 - b. Witnessed by any two members of the Executive Council as referred to in Clause 14.2.a.

20. SUB-COMMITTEES

- 20.1 The Council shall have the power to appoint Committees and Sub-Committees from members of the Society for such purposes and with such powers as the Council may determine.
- 20.2 The Council may delegate any of its functions to Sub-Committees.
- 20.3 Committees and Sub-Committees appointed by the Council may, with the sanction of the Council, co-opt members of the Society.
- 20.4 The President shall be ex officio a member of all Committees and Sub-Committees.

20.5 All Committees and Sub-Committees shall be responsible to the Council.

21. COUNCIL MEETINGS

- 21.1 The Council shall meet at times as prescribed in the Constitution.
- 21.2 Due notice of Council meetings shall be given by whatever means are suitable to each member of the Council, as specified in the Constitution.
- 21.3 Quorum: Five members of the Council shall constitute a quorum.
- 21.4 In the event of a quorum failing to be present, the meeting shall be postponed to the second week following. Due notice of the adjourned meeting shall be given to members, and at such adjourned meeting the Council members present shall be deemed a quorum. All matters shall be decided by a majority of votes except where otherwise stated in the Constitution.
- 21.5 In the event of equality in voting, the Chairman shall have a second or casting vote.
- 21.6 With the prior permission of Council, visitors may attend a Council Meeting
- 21.7 Visitors may, with the permission of the Chairman, read papers and take part in the discussion.
- 21.8 Council may regulate or restrict the attendance of visitors, as it considers fit

22. SOCIETY MEETINGS

- 22.1 The Society shall hold the following meetings :
 - a. A Biennial General Meeting
 - b. Ordinary General Meetings
 - c. Special General Meetings
- 22.2 The Biennial General Meeting shall be held at such place as Council may decide every two years within 90 days (3 months) of end of that financial year, as referred to in Clause 39.1 to consider the Report of the Council, the Financial Statements and the Balance Sheet and to announce the results of the elections.
- 22.3 Ordinary General Meetings shall be held at such time and place as Council may decide for the purpose of presenting and discussing technical papers and transacting the ordinary business of the Society.
- 22.4 Special General Meetings may be called in order to discuss special business, either by Council at its own instigation, or by Council on request by petition signed by not less than ten members of the Society.

- 22.5 The dates of meetings, business to be transacted and procedure to be followed at meetings of the Society shall be as prescribed in the Constitution.
- 22.6 Due notice of meetings shall be given in writing by whatever means are suitable to members, as prescribed in the Constitution.
- 22.7 All matters shall be decided by a majority of votes of members, except where a 75% (three-fourth) majority is required by Special Resolution as mentioned in Clause 18.2, i.e. alterations to the rules of the Society.
- 22.8 The manner of voting shall be as prescribed in the Constitution.
- 22.9 Quorum:
- a. At Biennial General Meetings the quorum shall be 25 members
 - b. At Ordinary General Meetings 15 members shall constitute a quorum.
 - c. At Special General Meetings the quorum shall be 25 members of whom at least 15 shall be fellow members.
- 22.10 In the event of a quorum failing to be present, in the case of Biennial General Meetings, Ordinary Meetings and Special General Meetings called by the Council, the meeting shall be postponed to the second week following. Due notice of the adjourned meeting shall be given to members and at such adjourned meeting the members present shall be deemed a quorum.
- 22.11 In the case of a Special General Meeting called at the request of members, if no quorum is present the meeting shall be cancelled.

23. CHAIRMAN

At all Council meetings of the Society, the President shall take the Chair, or in his absence one of the Vice President or in their absence a member of Council elected by the meeting.

24. WINDING UP

- 24.1 The Society may be wound up by special resolution adopted by at least 75% (three-fourth) of the members voting at a Special General Meeting called for this purpose by the Council.
- 24.2 The purpose to wind up the Society together with the reasons therefore shall be set out in the notice convening the meeting, and such notice shall be sent to each member not later than 14 days before the date of the meeting.
- 24.3 The liquidation and winding-up of the affairs of the Society and the disposal of all monies

and assets shall be carried out by three trustees, appointed by the Meeting, in a manner and for the benefit of another Association or Society incorporated under the ***Associations Incorporation Act (1987)*** which has similar objectives and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

- 24.4 The trustees shall report the completion of the winding-up to a final meeting of the Society.

25. ALTERATIONS TO CONSTITUTION

- 25.1 Alterations and amendments to the Constitution must be decided upon by the members through a referendum.
- 25.2 Alterations and amendments to the Constitution must be voted on and accepted by the members
- 25.3 The proposed amendments must be set out in a notice attached to the ballot form for the referendum.
- 25.4 The proposed alterations may be made only by special resolution if supported by at least 75% (three-fourth) of corporate members voting.

26. INTERPRETATION OF CONSTITUTION

In case of doubt as to the meaning of any portion of the Constitution, the interpretation of the Council shall be binding upon members.

27. ELECTION OF OFFICE BEARERS

- 27.1 List of Eligible Persons:
Together with the notice convening the final Council meeting of the year there shall be sent to all members of Council a list of:
- a. Past Presidents, including the current President.
 - b. Vice-Presidents who have not served as President, and
 - c. Persons who are currently members of Council or who have served at least one year on Council, but who have not served as President.
- 27.2 In addition, extracts from the Constitution relative to the election of office bearers shall be appended to the list.

28. ELECTION PROCEDURE

28.1 The procedure for election of office bearers at the said meeting of Council shall be as follows:

- a. The Chairman shall request all persons whose names appear on list (b.) referred to in Clause 27.1 and who may be considered for election as President or Vice-President, to withdraw from the meeting, and shall then call for nominations for President and Vice-President. Voting, if required, shall be by secret ballot. The persons who have withdrawn shall then be recalled to the meeting.
- b. The Chairman shall call for nominations for the positions of Treasurer and Secretary in turn. Voting, if required, shall be by secret ballot.

29. ELECTION OF MEMBERS OF COUNCIL

29.1 Nominations for Council

Not less than eight weeks before the date of the Biennial General Meeting, the Secretary shall send to all members the following :-

- a. Instructions regarding the manner of making nominations :
- b. A list of office bearers for the ensuing year and a list of Past Presidents :
- c. A nomination form showing clearly the due date of return which shall be not later than six weeks before the date of the Biennial General Meeting.

29.2 When completed, the nomination form shall be returned so as to reach the Secretary on or before the due date of return. The person nominated shall signify his acceptance either by signing and mailing the nomination form or other suitable written means

29.3 If insufficient nominations and acceptances are received, additional nominations shall be called for in a manner to be arranged by the Executive Committee.

30. BALLOT

30.1 Not less than three weeks before the date of the Biennial General Meeting, the Secretary shall send to each corporate member a Ballot Form containing all the accepted nominations and instructions regarding its completion.

30.2 The names of the office bearers already elected to serve on Council for the ensuing year shall appear as a notice on the ballot form.

30.3 In the case of Council members standing for re-election their attendance record at Council and Committee meetings since the previous Biennial General Meeting shall be indicated.

30.4 The Ballot Form shall state the title of the post held by each candidate and the company or organisation by which he is employed.

30.5 The Ballot Form shall show clearly the due date of return, which shall be at least one week before the date of the Biennial General Meeting.

30.6 The member shall cast his vote by marking **X** against the names of the candidates for whom he wishes to vote. The Ballot Form must not be signed by the member. The maximum number of votes that a member shall cast shall equal the number of posts to be filled.

30.7 When completed, the Ballot Form shall be returned so as to reach the Secretary on or before the due date of return. The completed Ballot Form shall be sealed in a blank envelope. This envelope shall be placed inside a second envelope marked 'Ballot paper' for return to the Secretary. On the outside of this second envelope the member shall place his name in block letters, and shall also sign his name.

30.8 The Secretary shall check the names on the envelopes containing the blank envelopes and Ballot Forms against the membership list to ensure that not more than one Ballot Form is submitted by each member and that the member is eligible to vote, and shall then remove the blank envelopes from the signed envelopes.

31. ELECTION

31.1 The Council shall appoint three Scrutineers from amongst Fellows who are not participating in the election to conduct the vote counting. The Scrutineers shall undertake their duties on a date between the due date of return of the Ballot Forms and the date of the Biennial General Meeting.

31.2 The Scrutineers shall examine the Ballot Forms and any form containing more than the permitted markings shall be declared invalid.

31.3 The votes cast for each candidate shall then be recorded and totalled.

31.4 The results of the election, signed by the Scrutineers, shall be handed to the Secretary. Names shall be listed in alphabetical order.

- 31.5 Results of the election shall be announced by the Chairman at the Biennial General Meeting.
- 31.6 In the event of two or more candidates receiving the same number of votes and where a decision is necessary, such decision shall be by the drawing of lots. The drawing of lots shall be conducted by the Scrutineers.
- 31.7 The Ballot Forms and Scrutineers records shall be sealed and retained until after the following election. They shall be referred to only on the authorization of Council.

32. EXECUTIVE COMMITTEE

- 32.1 The Council shall at its first meeting or as soon as possible thereafter appoint an Executive Committee to carry out the executive work of the Council.
- 32.2 The Executive Committee shall consist of :
- a. The President
 - b. The Vice-President
 - c. The Treasurer
 - d. The Secretary
- 32.3 The Council may replace by another member of Council any of the above (except the President) who through good cause is not able to serve on the Committee and may reduce or increase the number of persons on the Committee if it considers fit.
- 32.4 If an elected Council member fails to attend three consecutive Council meetings without due apologies or acceptable reasons, Council shall at its discretion ask such member to stand down and request the person with the next highest number of votes from the immediate past election to fill this vacancy. The vacancy may also be filled by a co-opted member.
- 32.5 The Executive Committee shall be responsible to the Council, and shall give a full report of its actions for ratification by the Council at the next meeting of the Council.

33. COUNCIL MEETINGS

- 33.1 Council Meetings shall be held not less than four times a year, and whenever the business of the Society requires them.
- 33.2 No less than seven days written notice by any suitable means shall be given of Council Meetings.

34. NOTICE FOR BIENNIAL GENERAL MEETINGS AND ORDINARY GENERAL MEETINGS

This shall be not less than 14 days.

35. SPECIAL GENERAL MEETINGS

- 35.1 Agenda
Only such business as is connected with the objective specified in the notice calling the meeting shall be transacted.
- 35.2 Notice
This shall be not less than 14 days.

36. VOTING AT SOCIETY MEETINGS

- 36.1 Except as otherwise provided, voting shall be by show of hands.
- 36.2 If demanded by not less than three members, a poll shall be taken.
- 36.3 The Council shall have the discretion to institute a postal vote or ballot.
- 36.4 In the case of equality in voting, the chairman shall have a casting vote.

37. VISITORS AT MEETINGS OF THE SOCIETY

- 37.1 Visitors may be introduced by members at any meetings of the Society.
- 37.2 Visitors may, with the permission of the Chairman, read papers and take part in the discussions.
- 37.3 During such portions of the meetings devoted to business connected with the management of the Society, visitors may be requested to withdraw.
- 37.4 The Council may regulate or restrict the privilege of introducing visitors as it considers.

38. PUBLICATIONS

- 38.1 The Council shall appoint an Editorial Committee to deal with all matters concerning the publications of the Society.
- 38.2 All Papers and contributions submitted to the Society for presentation at meetings or for publication in its Journal shall be submitted to the Editorial Committee in the first instance for approval, and shall not be presented or published without such approval.
- 38.3 All papers and contributions presented to the Society and accepted for publication shall become the property of the Society unless otherwise stipulated.
- 38.4 No use may be made of any portion of the Society's proceedings in any written or

printed publication connected with a business undertaking except by special authority of the Council.

- 38.5 The society may charge for copies of any of its publications, at the discretion of Council.

39. FINANCIAL YEAR

- 39.1 The Financial year shall be from the 1st July to the 30th June following.
- 39.2 At the first Council meeting of the calendar year, the President-Elect shall present the Budget for the forthcoming financial year for approval.

40. ADMISSION OF MEMBERS

- 40.1 Applications for admission to membership shall be made in accordance with the Society's form of admission.
- 40.2 The application form shall be signed by the applicant to indicate acceptance of the rules of the Society if the application is successful.
- 40.3 In the case of a Fellow the application form shall be endorsed by two members in good standing. Council may waive this requirement in exceptional circumstances.
- 40.4 In the Case of a Member the application form shall be endorsed by another member. Council may waive this requirement in exceptional circumstances.
- 40.5 The Council or Executive Committee shall decide whether to elect or reject the candidate in a manner as laid down in the Constitution.
- 40.6 Applicants shall be advised of the outcome of their applications by suitable means.
- 40.7 Admission to membership shall not be regarded as confirmed until the candidate has paid his first annual subscription.
- 40.8 Payment of amounts due must be made within three months from the date of notice of acceptance, otherwise the application shall lapse.

41. SUBSCRIPTIONS

- 41.1 The Annual Subscriptions for members shall become due on the first day of the financial year, and shall be determined by the Council from time to time.
- 41.2 A member who is over 60 years of age or has retired and who has been a member of the Society for at least twenty years shall not be liable for the membership subscription.
- 41.3 Members accepted within the first half of the financial year shall pay the full annual subscription and shall be entitled to receive

all the Society's publications issued from the beginning of the calendar year.

- 41.4 Members accepted in the second half of the financial year shall, for that year, pay half of the annual subscription and shall be entitled to receive all the Society's publications of the second half of the calendar year, but may if they so wish pay the full annual subscription in order to receive all the publications issued from the beginning of the calendar year.
- 41.5 The new rate of subscription for any member changing his classification during the year shall become due at the commencement of the next financial year.
- 41.6 The Council may at its discretion reduce or remit the annual subscription of any member for reasons it may deem fit.
- 41.7 Resignations
The full amount of the annual subscription will be due to any member whose written notification of resignation from the Society is received by Council after commencement of the financial year, except that remission of these fees may be allowed at the discretion of Council where such notification is received by Council within ninety days of the commencement of the financial year.
- 41.8 Subscribers
- Subscribers shall be admitted by the Secretary.
 - Subscribers shall receive the Journal of the Society for the calendar year, and such other technical publications as may be decided by council.
 - The annual fee for subscribers shall be determined by the council and shall become due on the 1st of June of each year.
 - A subscriber whose fee is more than three months in arrear shall cease to receive any of the Society's publications.

42. REFERENDUM

- 42.1 The notice of a referendum shall clearly lay down the proposed changes to the Constitution.
- 42.2 When completed, the referendum form shall be returned so as to reach the Secretary on or before the due date of return. The completed referendum form shall be sealed in an envelope. On the outside of the envelope the member shall place his name in block letters and shall also sign his name. The signed envelope shall be placed inside a second envelope for return to the Secretary.

- 42.3 The return date for the referendum form shall be not less than twenty-one days after the date of posting of the notice.
- 42.4 The Council shall appoint three Fellows to act as Scrutineers for the referendum.

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