

Rules for a Regional Centre
Australian Meteorological and Oceanographic Society

1. Definitions

In these rules

- i) "The Society" means the Australian Meteorological and Oceanographic Society Inc.
- ii) "The Council" means the Council of the Society.
- iii) "A Centre" means a regional centre of the Society, established to coordinate activities in a particular region.
- iv) "The Committee" means the committee established to manage a centre.
- v) "A member of a Centre" means a member of the Society resident in the region served by a centre.

2. Objectives of a centre

A centre is established to further the aims of the Society, relating especially in involving members in the scientific and operational aspects of meteorology and oceanography.

3. Establishment of a Centre

A centre is formed under Rule 19(1) of the Society.

4. Composition and Management

- i) A centre shall consist of Members of the Society resident in the region served by the Centre, and will normally comprise a State/Territory or some part of a State/Territory.
- ii) The affairs of a Centre shall be carried out in accordance with these rules as laid down from time to time by the Council, together with such complementary rules as may be adopted by special resolution of the Centre.
- iii) The Officer of a Centre shall be a Chairperson, a Vice-chairperson, a Treasurer and a Secretary. Officers of the Centre shall be members of the Centre, and shall be honorary.
- iv) Responsibility for the management of a Centre shall be vested in a Committee comprising the Officers and three ordinary members who shall be elected annually.
- v) The Chairperson of a Centre serves as a member of the Council of the Society.

5. The Committee of a Centre

- i) The term of office of the committee shall be from the day following the Annual General Meeting of the centre to the following Annual General Meeting.
- ii) No person shall fill the office of Chairperson or of Vice-Chairperson for more than two consecutive years, and on retiring shall not again fill the same office for at least one year.
- iii) No person shall fill the office of either Secretary or Treasurer for more than five consecutive years.

- iv) The committee shall have the power to appoint to the Committee a Member of the Centre, with the Member's consent, to fill any vacancy which may arise between elections.
- v) The Committee shall have the power to co-opt additional members as it sees fit, co-opted members become ordinary members with full voting rights.
- vi) The Committee shall meet at the call of the Chairperson or in the Chairperson's absence, the Vice-chairperson.
- vii) At least seven days' notice of each meeting of the committee shall be given by the Secretary to each Committee member.
- viii) A quorum at a meeting of the Committee shall be three of its members, including either the Chairperson or the Vice-chairperson.
- ix) The Chairperson or, in the absence of the Chairperson, the Vice-chairperson may pass the chair to any other Committee member as occasion may demand.
- x) Minutes of the proceedings of meetings of the Committee shall be taken by the Secretary or in the Secretary's absence by any other member of the Committee so appointed by the Chairperson, and shall afterwards be entered into the minute book. At the next meeting of the Committee, the minutes shall be read and confirmed, and then signed by the chair of the meeting.
- xi) Each Committee member shall have one vote. All questions shall be decided by a majority of votes. In the case of an equality of votes, the Chairperson shall have the deciding vote.
- xii) The Committee shall draw up a Report of the affairs of the Centre for the twelve months of office to be presented to the Annual General Meeting of the Centre for that year. A copy of the Report shall be forwarded to the Council of the Society by 31 December of that year.
- xiii) The financial year of the Centre shall end on the day of the Annual General Meeting of the Centre. The accounts of the Centre shall be made up each year to the date and after having been approved by the Committee, shall be presented to the Annual General Meeting of the Centre, the accounts shall be forward to Council by 31 December of that year.
- xiv) If either the Report or the Accounts are not accepted at the Annual General Meeting details will be forwarded to Council.

6. Election of the Committee

- i) The officers and ordinary members of the Committee shall be elected by a simple majority of Members present at the Annual General Meeting held towards the end of the year. Notice of the election shall be included in the notice of the meeting together with a call for nominations and a list of nominations, if any, proposed by the current Committee. Nominations are due at the start of the Annual General Meeting.
- ii) In the event of insufficient nominations being received, the outgoing Committee may appoint, with their consent, additional Members to the Committee of the Centre for the following year.
- iii) Notice of all the names of the persons elected and/or appointed shall be sent to Council and to all Members of the Centre.
- iv) The persons elected and/or appointed shall take office from the day following their election.

7. Ordinary Meeting

- i) Ordinary Meetings shall be held from time to time to conduct activities of a Centre relating to the aims of the Society.
- ii) Notice of an Ordinary shall normally be circulated to all Members by post or, with consent of the member, electronic mail not less than ten days before the meeting.
- iii) Ordinary Meetings shall be open to all persons interested in the topic of discussion, unless otherwise decided by the Committee.

8. Annual General Meetings

- i) An Annual General Meeting of the Centre shall be held at a date determined by the Committee towards the end of the year. The Annual General Meeting shall receive and consider the Report of the Committee and the accounts of the Centre for the period since the last Annual General Meeting; elect Officer and ordinary committee members for the following twelve months; and discuss and determine such matters as may be raised concerning the affairs of the Centre. The Annual General Meeting may be combined with an Ordinary Meeting or other Centre function.
- ii) Notice of the Annual General Meeting shall be circulated to all Members by post or, with the consent of the member, electronic mail not less than ten days before the meeting.
- iii) A quorum at an Annual General Meeting shall normally be ten of those Members of the centre entitled to vote, with the exception that Council may set a smaller number of a small Centre. No business shall be transacted at such a meeting unless the quorum is present at the start of business. If a quorum is not present within one half hour after the scheduled time, the Annual General Meeting shall be reconvened within one month by the Committee.

9. Special General Meetings

- i) At any time the Committee may call a Special General Meeting in order to discuss and determine matters of importance.
- ii) Within three months of the receipt of a written request signed by five members of a Centre, the Committee shall call a Special General Meeting to discuss and determine matters raised in the request.
- iii) Notice of a Special General Meeting shall be circulated to all Members by post, or with the consent of the member, electronic mail not less than ten days before the meeting, together with sufficient information to explain the reasons for such a meeting.
- iv) The quorum and proceedings at a Special General Meeting shall be as specified for Annual General Meetings.

10. Voting at General Meetings

Decisions at General Meetings shall be made by simple majorities of the Members of the Centre who are present.

11. Duties of the Chairperson

- i) The Chairperson shall normally take the chair at all meetings to regulate and maintain order in the proceedings and to carry into effect the Rules and Objectives of the centre and the Society, except that where appropriate the Chairperson may nominate another member to act as Chair for all or part of a meeting.
- ii) In the absence of the Chairperson or a nominee, the Vice-Chairperson shall carry out the duties of the Chairperson.
- iii) In the absence of both the Chairperson and the Vice-Chairperson, the meeting may elect any Member of the Centre to take the chair.

12. Duties of the Treasurer

- i) The Treasurer shall, on behalf of the Centre, open and maintain such banking accounts as may be deemed desirable by the Committee, and shall keep a regular account of payments and receipts in the mode which seems most proper to the Committee. The Committee shall have direction and control of all such money.
- ii) The Treasurer shall present a financial statement at any time upon request by the Committee.
- iii) Payments by the Centre in excess of an amount as shall be determined by the Committee from time to time shall be made by cheque or similar instrument signed or authorised in writing by any two or three Committee members nominated for this purpose.
- iv) The Treasurer shall receive from the Treasurer of the Society a proportion of the annual subscription of Members of the Centre, in accordance with Rule 20(5) of the Society.

13. Duties of the Secretary

- i) The Secretary shall attend meetings of the Centre and of the Committee and take minutes of all their proceedings and cause such minutes to be recorded in the book provided for that purpose.
- ii) In the absence of the Secretary, the Chairperson shall appoint a Member of the Centre to act as secretary pro tem.
- iii) The Secretary shall manage all correspondence and conduct the ordinary business of the Centre, subject to the direction and control of the Committee.

14. Scientific and Other Committees

Committees for considering matters relating to the well-being of the Centre or questions connected with the objectives of the Centre may from time to time be Appointed by the Committee, who whom their reports shall be submitted. The Committee may request persons who are not members of the Centre or of the Society to serve on these special committees.

15. Changes to the Rules

- i) These Rules are established by Council, and can be amended only by Council at its discretion or at the request of a Centre following the passage of a Special Resolution at a General Meeting of a Centre. In the latter case Council will

- ascertain the views of other Centres by circulating the proposed changes to their committees before effecting an amendment.
- ii) Complementary Rules applying a particular Centre must be notified to Council, which will inform other Centre Committees.

16. Special Resolution

A resolution of a Centre is a Special Resolution if it is passed by a majority of members voting in person at a general meeting, where notice of the proposed Special Resolution was given in accordance with these Rules.

17. Dissolution of the Centre

A centre may be dissolved at any time by the Council of the Society in accordance with Rule 39 of the Society. In the event of dissolution of a Centre, any money held by a Centre shall be transferred to the Treasurer of the Society.

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