

## PLANNING INSTITUTE OF AUSTRALIA (P.I.A.): SUNSHINE COAST BRANCH RULES

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### 1.0 INTRODUCTION

#### .1 Purpose

These are the Branch Rules of the Sunshine Coast Branch of the Planning Institute of Australia (P.I.A.), Queensland Division.

#### .2 Planning Institute of Australia (PIA)

The objectives, membership, organisation, and interests of the Planning Institute of Australia (P.I.A.) are set out in its Constitution and its By-laws.

#### .3 Structure of P.I.A.

The P.I.A. is structured with Divisions.

Each Division of PIA may have Branches covering a locality and this Branch covers the Sunshine Coast Region.

#### .4 Branch Rules

Each Branch operates within this set of Branch Rules approved by the Branch. These Rules must not be inconsistent with the P.I.A. Constitution and the P.I.A. By-laws.

#### .5 Alteration to the Branch Rules

The Branch may alter its Rules by a resolution passed by not less than two thirds of the Members voting at a General Meeting of which due notice of the proposed resolution has been given.

This notice of resolution may propose to alter or add to the Rules or repeal the Rules and adopt new Rules.

A notice of such a Meeting shall refer to draft available for perusal in lieu of setting that change out in full.

A copy of the Rules, or as amended, must be lodged with the Division.

#### .6 Copy of Rules

A copy of the Branch Rules shall be kept at the Division Headquarters and be open to the inspection of the members.

#### .7 Dissolution of this Branch

This Branch may at any time be dissolved. Dissolution requires the consent of a majority of three quarters of the Members of the Branch present at a Special General Meeting called for the purpose and the subsequent approval of the Queensland Division.

#### .8 Surplus Property after Dissolution

If after dissolution, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed to Members of the Branch but shall be given and transferred to the Queensland Division.

### 2.0 INTERPRETATION

#### .1 Definitions

In these Branch Rules, the definitions in the Constitution and the By-laws of the Institute are applicable, with the following additions:

"Branch"	means the Sunshine Coast Branch
"By-laws"	means the By-laws of the Planning Institute of Australia (P.I.A.).
"Committee"	means the Branch Committee.
"Committee Members"	means the Committee members elected or appointed to the Branch Committee.
"Constitution"	means the Constitution of the P.I.A.
"Council"	means the National Council of the P.I.A.
"Division"	means the Queensland Division of the Institute.
"Executive Committee"	means the Executive Committee of the Branch Committee.
"Honorary Secretary"	means the Honorary Secretary of this Branch.
"Honorary Treasurer"	means the Honorary Treasurer of this Branch.
"Institute"	means the Planning Institute of Australia (P.I.A.)
"Member"	means a member of P.I.A. attached to this Branch.
"Office Bearer"	means an office bearer of this Branch.
"Officer"	means any salaried employee or agent of this Branch.
"President"	means the President of this Branch
"Regulations"	means the Regulations adopted by the National Council.
"Rules"	means the Branch Rules.

## **.2 Objective**

The objective of this Branch is to provide the organisation and facilities, through which persons resident within the defined area of this Branch may associate with the purposes and objectives of the Planning Institute of Australia.

## **.3 Acts of the Branch**

A reference to any action that the Branch may take means an action resolved upon in accordance with the Constitution and these Rules by a properly convened meeting of the Branch.

# **3.0 BRANCH ORGANISATION**

## **.1 Name**

This Branch shall be known as the Planning Institute of Australia Sunshine Coast Branch.

## **.2 Area**

The geographic area of this Branch is generally defined as the local government areas of Cooloola, Noosa, Maroochy and Caloundra and the northern part of Caboolture.

## **.3 Non-profit Character**

The property and income of the Branch shall be applied solely and exclusively to the promotion of its objective, and no part may be applied or transferred, directly or indirectly, by way of pecuniary profit to a member.

## **.4 Membership**

Membership of this Branch shall be in accordance with the P.I.A. Constitution and By-laws and applied to members resident within the defined area of this Branch.

Notwithstanding the above, nothing in these rules prevents a member of PIA not resident in the defined area attending any function or meeting that a member who is resident is entitled to attend.

**.5 Headquarters**

The Headquarters of this Branch shall be located within the defined area of the Branch.

**4.0 BRANCH COMMITTEE****.1 Powers of Branch Committee**

The Committee is responsible for administering the affairs of the Branch, with the aim of achieving the Objectives of the Institute and the objective of the Branch.

The Committee is subject to the Constitution and By-laws of the Institute and the direction of the Division and the National Council.

The Committee may delegate defined powers and responsibilities to a Sub-Committee, Office Bearers or Officers.

The Committee may establish an Executive Committee and delegate to it defined powers and responsibilities.

**.2 Membership of Branch Committee**

The Committee shall consist of:

- a minimum of five (5) and a maximum of nine (9) Committee Members;
- of these Committee Members at least 66% must be elected from Corporate Members;
- the President, Honorary Secretary and Honorary Treasurer;
- other Committee Members may be appointed by the Committee, provided that the number of these appointees does not exceed six (6).

**.3 Election of Committee Members**

The Branch Committee:

- shall be elected at the Annual General Meeting of the Branch, from financial Members attached to the Branch;
- will take office at the first meeting following the Annual General Meeting in each year;
- shall be elected from nominations called on or about two (2) months prior to the Annual General Meeting of each year; and
- will only consist of, and be elected by, Members who are financial at the time of the election.

**.4 Tenure of Office**

A Committee Member:

- will retain office until the new Committee is elected which must not be greater than a single year;
- may resign by informing the Honorary Secretary in writing of that resignation;
- if absent from three consecutive ordinary meetings of the Committee, without having been granted leave of absence by the Committee, then the Committee may declare the Committee Member's place vacant;

- may be removed from office by a resolution carried by at least two thirds of the total number of Committee Members at an ordinary meeting; and
- removed by resolution may appeal against that resolution to a Special General Meeting of the Branch and the decision of this meeting shall be binding.

**.5 Vacancy on Committee**

Any vacancy occurring in the Committee during its term of office may be filled as follows:

- in the case of the President, by the Committee from its own number;
- in the case of the Honorary Secretary or Honorary Treasurer, by the Committee from Corporate members of the Branch;
- in the case of other Committee Members, by the Committee from the financial Members; and
- any appointment so made shall be subject to the consent of the Member appointed.

**.6 Sub-committees**

A Sub-committee:

- may at any time be appointed by the Branch Committee as it deems necessary;
- must perform its duties as laid down by the Branch Committee, must report to the Branch Committee on its performance and on any of its activities, and must report within the time determined by the Branch Committee;
- includes the President and the Honorary Secretary as ex-officio Members;
- includes the Honorary Treasurer as an ex-officio Member where the Branch Committee determines that there are significant financial matters involved;
- shall meet as determined or otherwise directed by the Branch Committee;
- shall have a quorum of one third of its Members, but in any case no less than two Members shall form a quorum;
- shall keep an adequate record of its proceedings and shall report thereon to the Committee;
- shall hold office until dissolved by the Committee and in any case shall not hold office beyond the next AGM;
- is to have its Chairperson appointed by the Branch Committee; and
- may have members appointed by the Branch Committee to any Sub-committee.

**.7 Executive Sub-committees**

The Branch Committee:

- may establish an Executive Sub-committee consisting of the President, the Honorary Secretary, the Honorary Treasurer and either the Immediate Past President or the President Elect, if it deems it appropriate;
- identifies the President as the convenor and the Chair of the Executive Sub-committee;
- may delegate powers and duties to the Executive Sub-committee; and

- is to receive reports from the Executive Sub-committee, on the Sub-committee's performance of its powers and duties and on any other of its activities.

## **5.0 OFFICE BEARERS & OFFICERS**

### **.1 Election of Office Bearers**

Office Bearers of the Branch:

- are a President, an Honorary Secretary, an Honorary Treasurer, and any other Office Bearers deemed necessary by the Branch Committee;
- are elected from the Corporate Members.

### **.2 Duties of the President**

The President's duties are to:

- provide leadership to the Branch;
- manage the Branch's responsibilities to meet the national Institute and Division's objectives in a manner that is consistent with the P.I.A. Constitution and By-laws;
- chair Branch Committee meetings, when present;
- present to the AGM a report of the activities of the previous year;
- be a public spokesperson for the Branch; and
- represent the Branch as required.

### **.3 Duties of Hon. Secretary**

The Hon. Secretary's Branch duties are:

- to conduct, under the direction of the Committee, the ordinary business of the Branch and to supervise any officers appointed by the Committee;
- ensure that an accurate record is kept of the proceedings of the Branch and the Committee;
- conduct the correspondence;
- supervise such publications as the Branch may issue;
- ensure that members are notified of all meetings;
- carry out other duties prescribed in these Rules or determined by the Committee; and
- with the qualification, that the Committee may approve delegation of these responsibilities to other Office Bearers or Officers.

### **.4 Duties of Hon. Treasurer**

The Hon. Treasurer's Branch duties are:

- to conduct, under the direction of the Committee, the financial transactions of the Branch;

- to ensure that proper books of account are kept by providing the Division with records of all transactions. These accounts are audited annually by PIA National Secretariat;
- to send all monies received to the Division to deposit into the Branch's account. The Division will issue receipts;
- to present to the Committee statements of receipts and payments so as to keep the Committee fully and accurately informed of the financial transactions of the Branch for the proceeding year;
- to present Statements of Account to the AGM
- to prepare an annual budget for the branch and make recommendations to the Committee on the means of implementing the budget; and
- to forward the annual budget to the Division as soon as practicable after the end of the financial year to ensure divisional allocation of funds is made into the Branch account
- with the qualification, that the Committee may approve delegation of these responsibilities to other Office Bearers or Officers.

#### **.5 Appointment of Officers**

The Branch Committee:

- may appoint or employ members for the administration of the Branch;

#### **.6 Indemnity & Remuneration**

Indemnity and remuneration of Committee Members, Officers and/or Agents shall be within the following conditions:

- they are to be indemnified out of the Branch's funds against any expenses incurred in properly carrying out the duties of their office;
- the Branch is not liable for expenses caused to the above by their own default or wilful act unless that act is authorised by the Committee;
- Committee Members, Officers and/or Agents are not liable for any money not actually received, ;
- nor are they liable for any loss or damage to the Branch's money or property unless that loss or damage occurs through that Committee Member's, Officer's or Agent's wilful act or default; and
- Committee Members are not to receive remuneration from the Branch (except as described above), but may receive reimbursement of expenses where approved by the Committee.

### **6.0 FINANCIAL PROCEDURES**

#### **.1 Property & Money**

The Branch's property and money is to be used only to promote and carry out the Objectives of the Institute and may only be used in accordance with the Constitution.

#### **.2 Statement of Account**

The Branch Committee:

- is responsible for ensuring the provision of records to the Division to enable it to keep true and accurate accounts of all monies received and expended and of the matters for which money is received or expended; and
- is also responsible for keeping true and accurate accounts of all credits and liabilities for which the Branch is responsible, and for notifying the Division Manager of these.

### **.3 Current Account**

The Branch's Current Account shall be managed as follows:

- all monies received by the Branch are to be deposited as soon as practicable in the Division Branch account;
- withdrawals from this account are to be by cheque;
- such cheques to be signed by two signatories being the Division Treasurer, Division Manager or if either of these two are not available, then the Division President or either of the Division Vice Presidents;

### **.4 Investment**

Investment and Safe Custody shall be managed as follows:

- the Committee may invest money and place in safe custody negotiable instruments and the like;
- the withdrawal of any investments or things placed in safe custody is to be made only on the authority of the Honorary Treasurer, who shall report such actions to the Executive Committee;
- the method of withdrawal for these investments is to be the same as that for withdrawals from the current account; and
- any investment is to be in accordance with procedures the National Council may prescribe.
- All investments must be reported fully at the end of the financial year to ensure these are included in the National audit

### **.5 Financial Year**

The Financial Year of the Branch is to be the same as the financial year of the Institute, which is 1 July to 30 June (or otherwise as determined by the Division)

### **.6 Inspection of Accounts, Documents & Books**

The Committee shall determine the conditions under which the Branch's Accounts, Documents and Books are to be available for inspection by Members.

## **7.0 GENERAL MEETINGS**

### **.1 Annual General Meeting**

A General Meeting to be called the Annual General Meeting shall be held each year at such time and at such place as the Committee may determine.

The Honorary Secretary shall on or about thirty (30) days before an Annual General Meeting, send to the Members of the Branch a notice stating the date, place and hour of the Meeting and the business to be considered. The non-receipt of such notice by

any Member or the accidental omission to give notice to any Member shall not invalidate the proceedings of the Meeting.

Business at an Annual General Meeting:

- shall be determined by the Committee and included in the notice convening the Meeting;
- shall include any matter of which notice has been given to the Committee not less than thirty (30) days before the Meeting by any five (5) or more Corporate Members of the Branch;
- not appearing in the notice convening the Meeting may be brought forward with the consent of the Meeting;
- shall include business, interalia, the presentation of the annual statements of account, the consideration of any permitted business and reports from the President, Branch Committee, Standing Representatives and Standing committees;
- shall include election of Office Bearers; and
- shall include the election of Committee Members.

## **.2 Special General Meeting**

A Special General Meeting:

- may be convened by the President at any time by resolution of the Committee and shall be convened within one (1) month of receipt of a written request signed by ten (10) members of the Branch, setting out the purpose for which the Meeting is to be held;
- shall be notified as for an Ordinary General Meeting;
- shall not transact any business other than that for which the Meeting has been convened.

## **.3 Ordinary General Meeting**

Ordinary General Meetings shall be held as determined by the Committee and include in the notice sent by the Honorary Secretary to all members of the Branch, the date, place and hour of the meeting and the business to be considered;

The Honorary Secretary shall on or about seven (7) days before an Ordinary General Meeting, send to the Members of the Branch a notice stating the date, place and hour of the Meeting and the business to be considered. The non-receipt of such notice by any Member or the accidental omission to give notice to any Member shall not invalidate the proceedings of the Meeting.

Business at an Ordinary General Meeting:

- shall be determined by the Committee and included in the notice convening the Ordinary General Meeting;
- shall include any matter of which notice has been given to the Committee not less than thirty (30) days before the Meeting by any five (5) or more Corporate Members of the Branch; and
- not appearing in the notice convening the Meeting may be brought forward in the consideration of other business matters provided for.

**.4 Chairperson**

The Chairperson of a General Meeting:

- shall be the President, when present; or
- shall be chosen by the Committee from one of their number in the absence of the President.

**.5 Quorum of a General Meeting**

Five (5) Corporate Members present at a duly convened General Meeting of the Branch shall constitute a quorum with power to act.

**.6 Proceedings When a Quorum is Not Present**

If at any General Meeting a quorum is not present within (30) minutes after the time appointed for the meeting:

- the meeting shall lapse and the whole of the business shall be deferred for consideration at a subsequent Branch General Meeting, except for the consideration of an address or the reading or discussion of a paper;
- in the case of an Annual General Meeting the business shall be restricted to the receipt of the Annual Report and the Statement of Accounts, the declaration of results of the ballots for the election of Office Bearers and Committee, and if provided for in the notice paper, the election of scrutineers and the presentation of an address or the reading of a discussion paper;
- any other business shall be deferred for consideration at a subsequent General Meeting.

**.7 Adjournment**

Conditions for the adjournment of a General Meeting are:

- the President may, with the consent of the Meeting, adjourn a meeting from time to time and from place to place, if the business appointed to be done has not been completed;
- but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment was made.

**.8 Visitors**

Subject to the approval of the President, any Member shall have the privilege of introducing visitors at any General Meeting. The Committee may also invite visitors.

**8.0 BRANCH COMMITTEE MEETINGS****.1 Meetings of the Branch Committee**

Conditions for Branch Committee Meetings are:

- Ordinary Committee Meetings shall be held as determined by resolution of the Committee, but a meeting of the Committee shall be at least three (3) times a year;
- Special Committee Meetings shall be convened at the will of the President or upon the requisition in writing of five (5) Committee Members;
- Standing Orders of the Branch shall apply for Meetings of the Committee;
- at least three (3) days notice in writing shall be given of each Ordinary or Special Meeting of the Committee and the nature of the business to be submitted thereat shall be stated in the notice;

- at Meetings of the Committee three (3) Members shall form a quorum;
- at a Special Meeting of the Committee no business other than that for which it has been convened shall be transacted except where a majority of those present at the Special Meeting agree otherwise.

**.2 Sub Committees of the Branch Committee**

Conditions of Sub Committees of the Branch Committee are:

- the Committee may at any time appoint sub committees as it deems necessary from the Membership of the Committee and/or of the Branch;
- each sub committee shall perform the duties laid down by the Committee;
- the President and the Honorary Secretary shall be ex-officio Members of all Sub Committees and the Honorary Treasurer shall be ex-officio a Member of a Sub Committee dealing with financial matters;
- the Committee shall appoint convenors of all Sub Committees from its own number;

## **9.0 VOTES & VOTING**

**.1 Scrutineers**

At any General Meeting at which a ballot is held:

- two scrutineers shall be elected by the Chairperson, from the Corporate Members present;
- scrutineers elected shall be competent to act as Scrutineers only for the Meeting at which they are elected;
- scrutineers shall count all votes cast by postal or ordinary ballot and report the results to the Chairperson.

**.2 Right to Vote**

The right to vote:

- all financial Corporate Members of the Branch shall be entitled to vote on any matters raised in General Meetings of the Branch, or in postal votes conducted by the Committee;
- a non-Corporate Member may join in the discussion of any business brought before the General Meeting but may not vote, except for the election of non-Corporate Committee Members, in their respective grades of membership.

**.3 Voting at Branch General Meetings**

At Branch General Meetings:

- questions shall be determined by a majority of the valid votes cast, unless otherwise provided;
- any motion or amendment properly proposed and seconded at a General Meeting shall be put by the Chair and decided by a majority of the Corporate Members present on a show of hands;
- a declaration by the Chair that a motion has been carried by a particular majority, or lost or not carried by a particular majority and an entry to that effect in the

Minutes of the Meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded; and

- a motion declared carried shall be a resolution of the Branch.

**.4 Votes by Proxy**

Conditions for votes by proxy are:

- votes may be given by proxy, and every proxy is to be appointed in writing signed by the appointer;
- only a Corporate Member of the Branch may act as proxy;
- an appointment as proxy must be delivered to the Honorary Secretary before the meeting at which the proxy proposes to vote, and such an appointment shall be kept under the control of the Honorary Secretary and produced at the request of the person giving or holding the appointment as proxy; and
- a proxy is deemed to vote both personally and on behalf of those who have appointed him or her as proxy, unless the proxy expresses a contrary intention at the time of voting.

**.5 Casting Vote of Chairperson**

The Chairperson of any Branch General Meeting or Committee Meeting shall in the event of an equality of votes have a second or casting vote.

**.6 Postal Votes**

Conditions for Postal Votes are:

- at any time before the conclusion of a General Meeting any majority of Corporate Members present may demand a postal ballot on any motion which has been put to the Meeting; except for
- a motion for the appointment of a Chairperson or Scrutineers or for the adjournment of the Meeting;
- the demand for a postal vote shall not prevent the continuance of the Meeting;
- the result of the postal ballot shall be deemed to be a resolution of the Branch in General Meeting;
- a demand for a postal vote may be withdrawn prior to the termination of the Meeting at which it is demanded;
- the Committee may at any time take a postal ballot of Corporate Members on matters relating to the affairs of the Branch.

**.7 Procedures for Postal Vote**

In the case of a postal vote the procedure shall be as follows:

- the Honorary Secretary shall post or deliver to each Member the ballot paper in one envelope;
- the envelope shall be endorsed "ballot paper only" and shall have an attached slip for the signature of the Member;
- the ballot paper shall be enclosed in the envelope provided, the slip signed and the envelope returned to the Honorary Secretary;
- after the ballot is closed the Honorary Secretary shall check and remove the signed slips attached to the envelopes;

- any ballot shall be informal if it:
  - arrives after the closing hour of the ballot, or
  - is completed by a Member not entitled to vote, or
  - is not contained in the prescribed envelope, or
  - is not accompanied by the voter's signature on the attached slip, or
  - does not comply with instructions printed on the ballot paper.
- after checking the signatures and rejecting any informal ballot papers, the Honorary Secretary shall hand over the envelopes to the Scrutineers;
- the Honorary Secretary shall retain the signed slips until the result of the ballot has been declared by the President.

**.8 Prescribed Form**

Unless prescribed by the National Council, all forms required by these Rules shall be as prescribed by the Branch Committee.

**.9 Notices**

Conditions of notice:

- any notice to be given hereunder shall be deemed sufficiently served by personal delivery, or by sending it through the post in a prepaid letter; and
- to prove such service it shall be sufficient to prove that the letter containing such notice was properly addressed to such Member and posted to his address as entered in the Register of Members.