



RAeS Loughborough Branch Rules

1. Definitions

- 1.1 In the Rules, the masculine gender includes the feminine unless the context precludes. The word or words in the first column of the table below shall, unless the context otherwise requires, bear the meaning set opposite to them respectively in the second column:-

WORDS	MEANINGS
“Branch”	The Loughborough Branch of the Royal Aeronautical Society.
“Society”	The Royal Aeronautical Society, with which is incorporated the Institute of Aeronautical Engineers, the Helicopter Association of Great Britain and the Society of Licensed Aircraft Engineers and Technologists.
and “Council”	The collective body of members of the Society duly elected constituting the Council of the Society for the time being.
“Committee”	The governing body of the Branch, duly elected at each Annual General Meeting of the Branch.
“Branch Member”	A member of the Society who has stated in writing that he wishes to be affiliated to the Branch. No technical status shall be granted to a Branch Member as such.
“Branch Friend”	A person who has indicated in writing that he wishes to be associated with the Branch and has paid an annual subscription to the Branch as defined by the Committee. No technical status shall be granted to a Branch Friend as such.

2. Rules

- 2.1 The rules for the government of a Branch shall only be changed by the approval of a majority of Branch Members present at a Branch Special General Meeting.

3. Objectives

- 3.1 The objectives of the Branch shall be to further the objects and purposes of the Society, to provide a local nucleus of informed opinion on relevant technical matters,

and in particular:

- 3.1.1 To promote and encourage the acquisition of knowledge in all matters pertaining to the profession of aeronautics and to establish friendly intercourse among members.
- 3.1.2 To promote the Society's Charter objectives.
- 3.1.3 To arrange meetings at which papers may be read and discussed.
- 3.1.4 To arrange visits to places of aeronautical and general engineering interest.
- 3.1.5 To promote membership of the Society generally and, in particular, in its local area.

4. The Branch Committee

- 4.1 The Branch shall be governed by a Committee duly elected at the Branch Annual General Meeting from amongst the Branch Members and Branch Friends. Any two persons being Branch Members or Branch Friends may nominate a Branch Member or a Branch Friend to serve on the Committee. Such nominations must be sent to the Secretary in writing at least 7 days before the Annual General Meeting.
- 4.2 If two or more candidates obtain an equal number of votes, the Committee must select from them by lot the candidate or candidates to be members of the Committee.
- 4.3 The Committee shall consist of not more than twelve Branch Members and Branch Friends, and shall include a Branch Chairman, Branch Secretary and Branch Treasurer.
- 4.4 The Committee shall comprise a majority of Branch Members.
- 4.5 The Branch Chairman, Secretary and Treasurer must be full voting members of the Society, that is they must be a fellow, member or associate of the Society.
- 4.6 The Committee shall meet as often as the business of the Branch requires.
- 4.7 The quorum for any Committee meeting shall be four elected members of the Committee. If a quorum is still not present thirty minutes after the appointed starting time, the meeting shall be dissolved.
- 4.8 The Committee shall have power to co-opt additional members.
- 4.9 The Branch Committee is authorised by Council to commit and undertake cumulative expenditure not exceeding £5000 in any one Society financial year, on the activities of that Branch, provided that this has been formally authorised by not less than fifty percent of the members of that Branch Committee and that it is compatible with the Charter and By-Laws, Council and Branch policy and these Regulations; and that such commitment, or expenditure, is judged unlikely, by its Committee, to constitute wrongful trading as defined by S214 Insolvency Act 1986, or to cause the insolvency of that Branch. (Note that wrongful trading occurs when the person responsible did not take every step he ought to have taken with a view to minimising potential loss to creditors, when insolvency occurs, or might occur.)

- 4.10 The officers and the Branch Committee shall be indemnified by the Society in respect of their actions to the extent of a total of £5000 in any one financial year.
- 4.11 No officer of the Committee shall have power, without the authorisation of the Committee, to enter into any contract, obligation, pledge, or expense on behalf of the Committee, and if he should do so, he shall be personally liable thereto.
- 4.12 The Branch Committee shall manage its own financial affairs in a prudent and solvent manner and shall account for them independently from those of the Society Headquarters.
- 4.13 In the event of the Branch being disbanded, all moneys and assets remaining after all the liabilities of the Branch have been satisfactorily and legally cleared shall revert to the ownership of the Society.
- 4.14 The Committee shall at all times conduct the affairs of the Branch in such a manner as to:
- 4.14.1 Ensure good management and Branch solvency.
 - 4.14.2 Enhance the status, reputation and influence of the Society.
 - 4.14.3 Uphold and implement the Society's Charter, the By-Laws and Regulations.
 - 4.14.4 Actively promote growth in Society membership.
 - 4.14.5 Recommend to the Society actions, initiatives and policies which will promote the interests of the Society.

5. Branch Chairman

- 5.1 The Branch Chairman or, in his absence, the Branch Secretary shall take the Chair at all meetings of the Committee. At all such meetings he shall have a second or casting vote.

6. Branch Secretary

- 6.1 The Branch Secretary shall conduct the correspondence of the Branch, prepare agenda and minutes, maintain the list of members and shall be the executive officer of the Committee.

7. Branch Treasurer

- 7.1 The Branch Treasurer shall manage the financial activities of the Branch, and shall submit accounts for the approval of the Committee. He shall prepare the annual statement of accounts before approval by the Branch Annual General Meeting.

8. Branch Annual General Meeting

- 8.1 An Annual General Meeting of the Branch shall be held not later than the 31st May in each year.
- 8.2 The date, venue and time of the Branch Annual General Meeting shall be defined by the Committee.
- 8.3 Branch Members and Branch Friends shall be permitted to attend and vote at the Branch Annual General Meeting.
- 8.4 Any Branch Member shall be allowed to demand a repeat vote on any issue where the initial vote on that issue has been made by both Branch Members and Branch Friends. Only Branch Members shall be permitted to participate in any repeat vote.
- 8.5 The quorum for an Annual General Meeting shall be ten Branch Members and Branch Friends.
- 8.6 Notice of an Annual General Meeting shall be given to all Branch Members and Branch Friends at least 14 days before the date thereof, and shall contain details of the business of the meeting.
- 8.7 The agenda for the Annual General Meeting shall include:
 - 8.7.1 A Report on the activities of the Branch during the period between the current Annual General Meeting and the previous Annual General Meeting;
 - 8.7.2 The Branch Statement of Accounts for the period between the current Annual General Meeting and the previous Annual General Meeting;
 - 8.7.3 The election of members of the Committee;
 - 8.7.4 Such other business as the Committee may decide.
- 8.8 A copy of all papers considered at the meeting, together with the minutes of the meeting, shall be sent by the Branch Secretary to the Secretary of the Society within four weeks of the date of the meeting.

9. Special General Meeting

- 9.1 A Special General Meeting of the Branch may be convened at any time of the year to consider any changes to the Branch Rules.
- 9.2 The date of a Branch Special General Meeting shall be defined by the Committee.
- 9.3 Branch Members only shall be permitted to attend and vote at a Branch Special General Meeting.
- 9.4 The quorum for a Special General Meeting shall be ten Branch Members.

- 9.5 Notice of a Special General Meeting shall be given to all Branch Members at least 14 days before the date thereof, and shall contain details of the business of the meeting.
- 9.6 A copy of all papers considered at the meeting, together with the minutes of the meeting, shall be sent by the Branch Secretary to the Secretary of the Society within four weeks of the date of the meeting.