



ROYAL AERONAUTICAL SOCIETY

LOUGHBOROUGH BRANCH

Iss. 12 of the RAeS Loughborough Branch Rules was approved at the Branch EGM held on 22nd January 2019

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

“AGM”	The Annual General Meeting of the Branch.
“EGM”	An Extraordinary General Meeting of the Branch called by the Committee to consider specific matters.
“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.
“Council”	The collective body of members of the Society duly elected and constituting the Council of the Society for the time being.
“Committee”	The governing body of the Branch, duly elected at each AGM of the Branch.
“Branch Member”	A Branch Member shall be: A Member of the Society who has indicated that he wishes to be affiliated to the Branch. <u>or:</u> A member of the general public who has indicated that he wishes to be associated with the Branch and has paid an annual subscription as defined by the Branch Committee. NB only Branch Members will be entitled to vote at Branch AGMs/EGMs
“Visitors”	The Branch welcomes all members of the public who wish to attend Branch activities. Visitors will be invited to make a donation when they attend. Visitors will not be entitled to vote at Branch AGMs/EGMs.

2. Rules - Context

- 2.1 The rules for the government of the Branch shall only be changed by the approval of a majority of

Branch Members present at an AGM or EGM.

- 2.2 The Branch rules comply with the Society's Branches Regulations dated January 2015.
- 2.3 The Society's Charter, By-Laws and Regulations shall take precedence over the Branch Rules.
- 2.4 The Branch shall be indemnified by the Society as set out in By-Law 22.4 which is at paragraph 5 of the Society's Branch Regulations.
- 2.5 Further guidance may be sought from the Branches Regulations and Branches Handbook which can be found at www.aerosociety.com About Us>Governance>Royal Charter>RAeS Regulations Annex E.

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 a Branch AGM or EGM from amongst the Branch Members. Any two Branch Members may nominate a Branch Member to serve on the Committee. Nominations must be sent to the Secretary in writing at least 7 days before the AGM.
- 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 twenty and not fewer than six Branch Members. Committee members shall be elected for 1 year at the Branch AGM, but they may stand for re-election, with no maximum term for which they may serve. The Committee shall include a Branch Chairman, Branch Secretary and Branch Treasurer.
- 4.4 The Branch Chairman and/or Secretary **shall** be full voting members of the Society that is they must be a Fellow or Member of the Society.
- 4.5 The Committee shall meet as often as the business of the Branch requires.
- 4.6 The quorum for any Committee meeting shall be six elected members of the Committee. If a quorum is still not present thirty minutes after the appointed starting time, the meeting shall be dissolved.
- 4.7 The Committee shall have power to co-opt additional members.
- 4.8 The Branch Committee may invite a person of significant standing in the local aeronautical community to be **President** of the Branch for an indefinite period. The Branch President is the most senior Officer of the Branch who will preside at Branch events unless he or she delegates that role to another officer of the Branch. Vice-Presidents may be invited using similar criteria.
- 4.9 The Branch Committee is authorised by Council to commit and undertake cumulative expenditure not exceeding £5000 on any single event without prior authorisation by the Society provided that:

- 4.9.1 This has been formally authorised by not less than fifty percent of the members of the Branch Committee;
 - 4.9.2 It is compatible with the Charter and By-Laws, Council and Branch policy and these Regulations;
 - 4.9.3 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 The financial reserves held by the Branch should represent between one and two years' expenditure.
 - 4.14 As required by the Society's Board of Trustees the Branch shall submit the annual budget request to the Society's Head of Regional Affairs no later than 31st July. These submissions shall be accompanied by a copy of the Branch's accounts for the previous year and a copy of the minutes of the previous Branch AGM. The minutes shall include Branch membership statistics and details of Branch activities including lectures and visits.
 - 4.15 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.
 - 4.16 The Committee shall at all times conduct the affairs of the Branch in such a manner as to:
 - 4.16.1 Ensure good management and Branch solvency.
 - 4.16.2 Enhance the status, reputation and influence of the Society.
 - 4.16.3 Uphold and implement the Society's Charter, the By-Laws and Regulations.
 - 4.16.4 Actively promote growth in Society membership.
 - 4.16.5 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.
- 6.2 The Branch Secretary may be assisted by a Branch Assistant Secretary appointed from the Branch Committee membership.

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 AGM.

7.2 The Branch Treasurer may be assisted by an appropriately experienced Accounts Reviewer.

8. Branch AGM

8.1 An AGM 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 AGM shall be defined by the Committee.

8.3 Branch Members **only** shall be permitted to vote at the Branch AGM.

8.4 The quorum for an AGM shall be ten Branch Members.

8.5 Notice of an AGM 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.

8.6 The agenda for the AGM shall include:

8.6.1 A Report on the activities of the Branch during the period between the current AGM and the previous AGM;

8.6.2 The Branch Statement of Accounts for the period between the current AGM and the previous AGM;

8.6.3 The election of members of the Committee;

8.6.4 Such other business as the Committee may decide.

8.7 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 Society within four weeks of the date of the meeting.

9. Branch EGM

9.1 An EGM of the Branch may be convened at any time of the year.

9.2 The date of an EGM shall be defined by the Committee.

9.3 Branch Members **only** shall be permitted to vote at a Branch EGM.

9.4 The quorum for an EGM shall be ten Branch Members.

9.5 Notice of an EGM 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 Society within four weeks of the date of the meeting.