

**COMMUNITY SUPPORTING POLICE INC.  
BRANCH RULES**

Hereafter *Community Supporting Police Inc.* will be referred to as **CSP Inc.**

**Part 1                    Application of Rules**

**1.0                    Name of an Association Branch**

The name of a Branch of the Association will be  
*Community Supporting Police Inc.* \_\_\_\_\_ *Branch.*

**2.0                    Application of Branch Rules**

**2.1                    Rules to be read in conjunction with Constitution and Act of  
Incorporation of Community Supporting Police Inc.**

2.1.1    These rules apply to each of the Branches of the Association throughout the State and are to be read in conjunction with the Constitution and Act of Incorporation. They are designed to provide policy for the management, control and supervision within the Branch.

2.1.2    Where any inconsistency develops between these Rules and the Constitution and Act of Incorporation, the provisions of the Constitution and Act of Incorporation will prevail to the extent of the inconsistency.

**2.2                    Management Authority**

2.2.1    These Branch Rules are established under the authority of CSP Inc.

2.2.2    The Branch is to be managed on behalf of CSP Inc by a Branch Management Committee hereafter referred to as Management Committee.

**2.3                    Compliance with Branch Rules and Procedures Manual**

2.3.1    CSP Inc hereby requires all members of the Branch to comply with the Branch Rules which may from time to time be amended.

2.3.2    Where a member of the Association wishes to report a breach of the Branch Rules, that member may make such report to the President, CSP Inc.

**3.0                    Definitions**

**3.1                    Branch**

3.1.1    A Branch of the Association will be established by CSP Inc in terms of the Constitution and Act of Incorporation.

## **3.2 Correspondence**

3.2.1 The term correspondence will mean written communications by whatever means of transmission including facsimile messages, and any form of electronic transfer.

## **3.3 Ordinary Resolution**

3.3.1 The term 'Ordinary Resolution' shall mean a resolution carried by more than fifty percent of persons present at a meeting and entitled to vote.

## **3.4 Petty Cash**

3.4.1 The term petty cash will refer to money available at a Branch for the payment of minor incidental expenses, but such money will not be used in payment of general accounts.

## **3.5 Special Resolution**

3.5.1 The term special resolution will mean a resolution passed by at least seventy five percent of the members present and entitled to vote at a meeting.

# **PART II MEMBERSHIP**

## **4.0 BRANCH MEMBERSHIP**

### **4.1 Method of Application for membership**

4.1.1 Application for membership of the Branch will be made to the Branch in writing, in such format as CSP Inc may require.

### **4.2 Form of application for membership**

4.2.1 Any application for membership of the Association must contain the following information:-

i) full name of applicant;

ii) current address of applicant;

iii) contact telephone number

iv) date of birth of applicant (voluntary);

v) occupation/interests;

vi) any other information as CSP Inc or the Branch Management Committee may require.

### **4.3 Financial year for membership**

4.3.1 The Financial year for membership dues is from the 1 of July in any one year, to the 30th of June in the following year.

#### **4.4 Membership fees**

4.4.1 Fees for membership of the Association will be determined by CSP Inc.

#### **4.5 Members may resign**

4.5.1 Any member may resign from membership of the Branch by forwarding a resignation in writing to the Branch Management Committee and upon such resignation being accepted, that person will cease to be a member. However, that person will nevertheless remain liable for, and pay to the Branch all monies which at the time of cessation of membership, were due.

### **5.0 MEMBERSHIP - TERMINATION OR SUSPENSION**

#### **5.1 Authority to terminate or suspend membership**

5.1.1 As per CSP Inc Constitution.

### **6.0 REGISTER OF MEMBERS**

#### **6.1 Initial entries in Register of Members**

6.1.1 The Management Committee will cause an Annual Register to be kept in which will be entered the names, residential addresses and contact telephone numbers of persons admitted to membership of the Branch and the dates of their admission.

#### **6.2 Subsequent entries in Register of Members**

6.2.1 Particulars of deaths, resignations, terminations, re-instatements of membership and any further particulars as the Branch Management Committee may require from time to time will be entered into the Register.

#### **6.3 Inspection of Register of Members**

6.3.1 Information contained in the application for membership form is to be treated as confidential, and is not for publication in any form.

## **PART III MANAGEMENT COMMITTEE**

### **7.0 MANAGEMENT COMMITTEE**

#### **7.1 Structure of the Branch Management Committee**

7.1.1 The Management Committee of a Branch of the Association will consist of the following personnel, namely:

- i) a Chairperson
  - ii) a Treasurer
  - iii) a Secretary
  - iv) four other persons, and any other co-opted persons for special purposes.
- Each will have the right to vote at a meeting of the Branch Management Committee.

7.1.2 Quorum shall be not less than five (5).

## **7.2 Retirement of Members of the Branch Management Committee**

7.2.1 At the Annual General Meeting of the Branch, all positions on the Management Committee will be declared vacant and members of the Management Committee for the time being will retire from office, but will be eligible upon nomination for re-election.

## **7.3 Election of the Branch Management Committee**

7.3.1 The nomination and election of members of the Management Committee will take place in the following manner:

- i) any two members of the Branch will be at liberty to nominate any person to serve as a member of the Management Committee;
- ii) the nomination, will be in writing and signed by the person nominated indicating acceptance of such nomination, and also signed by the proposer and seconder. It will be lodged with the Branch Secretary at least fourteen days before the Annual General Meeting at which the election is to take place;
- iii) a list of candidates' names in alphabetical order, with the proposers' and seconders' names will be posted in a conspicuous place or usual place of meeting of the Management Committee, and on a public notice board for at least seven days immediately preceding the Annual General Meeting;
- iv) balloting lists will be prepared (if necessary) containing the names of the candidates in alphabetical order, and each financial member of the Association present at the Annual General Meeting will be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- v) should, at the commencement of such meeting there be an insufficient number of candidates nominated to satisfy the requirements of Rule 7.1.1, nominations may be taken from the floor of the meeting for those positions without nomination. No limit will apply to the number of nominations taken from the floor.

## **7.4 Conditions for appointment to Branch Management Committee**

7.4.1 A person will not be entitled to be nominated for membership of a Management Committee, or appointed to membership of a Management Committee if such person;

- i) has had his/her membership of the Association suspended or terminated and the member has not been reinstated;
- ii) is not financial;
- iii) has been convicted of an indictable offence.

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## **7.5 Removal of member of the Branch Management Committee**

7.5.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary. Such resignation will take effect at the time and date such notice is received by the secretary, unless a later date is specified in the notice, when it will take effect on that later date.

7.5.2 A member of the Management Committee will have his/her position on the Management Committee declared vacant if such member:

- i) has his membership of the Association suspended or terminated;
- ii) is convicted of an indictable offence;
- iii) becomes unfinancial.

7.5.3 A member of the Management Committee may be removed from office before the expiration of the term of office by a special resolution carried at a meeting of the Management Committee or by a resolution at a general meeting of the members of the Branch.

## **7.6 Payment of out of pocket expenses**

7.6.1 Nothing in these rules will prohibit the Branch from making ex-gratia payments for legitimate out of pocket expenses incurred by a member in the carrying out of duties in accordance with the objects of CSP Inc.

7.6.2 Any such payment and the reasons therefor will be listed and presented at the next meeting of the Management Committee for ratification.

## **8.0 VACANCIES ON THE BRANCH MANAGEMENT COMMITTEE**

### **8.1 Power to appoint additional members to Branch Management Committee**

8.1.1 If, at the Annual General Meeting of the Branch the number of persons elected to the Management Committee was less than the maximum number provided for by these Rules, the Management Committee may, by ordinary resolution of the members of the Management Committee present and entitled to vote appoint any person to membership of the Management Committee at any meeting of the Management Committee.

### **8.2 Power to act to increase numbers of Branch Management Committee**

8.2.1 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number, or of summoning a general meeting of the Branch, but for no other purpose.

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### **8.3 Branch Management Committee may be dissolved.**

- 8.3.1 The CSP Inc Management Committee may at its discretion, dissolve a Branch Management Committee.

## **9.0 RESPONSIBILITIES OF THE BRANCH MANAGEMENT COMMITTEE**

### **9.1 Administration of affairs of a Branch**

- 9.1.1 Except as otherwise provided by these Rules and subject to any decision by CSP Inc or any resolution of the members of the Branch carried at any general meeting of the Branch, the Management Committee:

- i) will have the general control and administration of the affairs, property and funds of the Branch;
- ii) will have authority to interpret the meaning of these Rules and any matter relating to the Branch for the internal management of the Branch on which these Rules and the Constitution are silent;
- iii) will secure a post office private box for correspondence. Mailing address in the name of Community Supporting Police Inc -----Branch.
- iv) will supervise the activities and affairs of the Branch to ensure that the requirements of CSP Inc are observed;
- v) may conduct Art Unions as the Management Committee may from time to time decide provided that all necessary permits, licences and approvals have been obtained;
- vi) will present an annual report and an annual financial statement within 30 days of the Annual General Meeting of CSP Inc.

- 9.1.2 The Management Committee will be charged with the following responsibilities:

- i) taking such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Branch, by way of donations, fundraising, annual subscriptions or otherwise;
- ii) accepting donations, legacies and bequests in money or in kind for the furtherance of any other objects of CSP Inc.
- iii) printing and publishing any newspapers, periodicals, books or leaflets that they may think desirable for the promotion of the objects of CSP Inc. Police approval may need to be sought through CSP Inc.
- iv) the approval of budgets;
- v) the control of discipline within the Branch;
- vi) ensuring that the policy and procedures are observed; and
- vii) publicise the ideals and activities of CSP Inc and the Branch.
- viii) pay an affiliation fee as determined from time to time by CSP Inc.

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## **10.0 MEETINGS OF THE BRANCH MANAGEMENT COMMITTEE**

### **10.1 Frequency of meetings of the Branch Management Committee**

- 10.1.1 The Management Committee will meet at least once in every two month period to exercise its functions.

## **10.2 Special meeting of the Branch Management Committee**

- 10.2.1 A special meeting of the Management Committee may be convened by the Chairman.
- 10.2.2 A special meeting of the Management Committee must be convened by the secretary on the requisition in writing signed by not less than one third of the members of the Management Committee. Such requisition must clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted.
- 10.2.3 A special meeting of the Management Committee must also be convened upon the written direction of CSP Inc.
- 10.2.4 A special meeting of the Management Committee authorised in accordance with these Rules must be called within fourteen days of the receipt by the secretary of any requisition.
- 10.2.5 The agenda setting out the business of the special meeting of the Management Committee must be made available to all management committee members at least seven days before the date of the meeting.

## **10.3 Quorum at a Branch Management Meeting**

- 10.3.1 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the annual general meeting or the last Management Committee meeting (which ever is the latter) will constitute a quorum. At no time will a quorum at any meeting of the Management Committee be less than five (5) members.

## **10.4 Equality of Votes at a Branch Management Committee Meeting**

- 10.4.1 Questions arising at any meeting of the Management Committee will be decided by a majority of votes of those members present and entitled to vote at that meeting. In the case of equality of votes, the question will be deemed to be lost.

## **10.5 Member not to vote when interested**

- 10.5.1 A member of the Branch Management Committee must declare any monetary interest in respect of a contract or proposed contract to the Management Committee immediately that member becomes aware of the interest. A member of the Management Committee must not vote in respect of any contract or proposed contract with the Branch or CSP Inc in which that member has such an interest, or any matter arising therefrom. If any member does so vote the vote will not be counted.
- 10.5.2 A member of the Management Committee who has any interest in respect of a contract or proposed contract with the Branch must not be present at the meeting during the time when the matter is being discussed and voted on.

**10.6 Notice of special meeting of the Branch Management Committee**

- 10.6.1 Not less than seven days notice must be given by the secretary to members of the Management Committee of any Special Meeting of the Management Committee. Such notice must clearly state the nature of the business to be discussed.

**10.7 Chairperson to preside at a meeting**

- 10.7.1 The Chairperson will preside at every meeting of the Management Committee, or if there is no Chairperson, or if any meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, then the members present may choose one of their number to chair the meeting.

**10.8 Quorum not present for Branch Management Committee Meeting**

- 10.8.1 If within half an hour from the time appointed for the commencement of the Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee will lapse. In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Chairperson may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- 10.8.2 Where a meeting lapses because of a quorum not being present, the secretary shall report the circumstances to CSP Inc within seven days of the date of the lapsed meeting.

**10.9 Members may attend Branch Management Committee meetings**

- 10.9.1 The Management Committee may upon request or of its own volition permit any member of CSP Inc or any other person to attend a meeting of that committee. However any such person attending that meeting will not be entitled to move motions, second motions or vote.
- 10.9.2 Any person having been granted permission to attend a meeting of the Management Committee will leave that meeting if directed to do so by the Chairperson. If any such member refuses to leave when directed, the Chairperson may direct whatever action is deemed necessary, including the suspension of standing orders until the matter is resolved.

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**10.10 Circulation of minutes of Branch Management Committee**

- 10.10.1 The secretary will, within seven days of a meeting of the Management Committee, or a general meeting of the Branch forward a copy of the minutes of that meeting to CSP Inc.



- 10.10.2 The secretary will, at least seven clear days prior to the next scheduled meeting of the Management Committee forward a copy of the minutes of the previous Management Committee meeting to each member of the Management Committee.
- 10.10.3 The Management Committee may provide a copy of the minutes of any meeting of that committee to a member of the Branch who requests such copy, or as an alternative post a copy on a public noticeboard at the usual place of meeting of the Management Committee.

#### **10.11 Branch Meeting Attendance Register**

- 10.11.1 The Management Committee will cause to be kept one "Meeting Attendance Register" for each meeting of the Management Committee and any general meeting of the Branch.
- 10.11.2 The following information will be recorded on a separate page for each meeting in the "Meeting Attendance Register".
- i) the time, date and place of the meeting;
  - ii) the printed name and signature of all members present;
  - iii) the printed name, designation (if any) and signature of any visitor; and
  - iv) the printed name of a member tendering an apology for any meeting.

In the absence of proof to the contrary, any entry in the "Meeting Attendance Register" will be conclusive evidence of the matter of the entry.

#### **10.12 Branch Minute Resolution Book**

- 10.12.1 The Management Committee will cause to be kept a meeting resolution book, which will be available at each Management Committee meeting, to allow easy reference to resolutions of previous meetings.
- 10.12.2 Subject to any directions from CSP Inc, the Management Committee may decide the format of the minute resolution book. However, as a minimum each entry will clearly indicate the time, date and place of the meeting where the resolution was carried together with the wording of the resolution.
- 10.12.3 The minute resolution book will be updated within seven days of a meeting of the Management Committee, or general meeting of the Branch where the minutes of the meeting passing the resolution have been confirmed and signed in accordance with these Rules.

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#### **10.13 Business conducted at Branch Management Committee Meetings**

- 10.13.1 The business to be conducted at a meeting of the Management Committee, and which will form part of the agenda for the meeting, will include as separate items:
- i) opening of the meeting and receipt of apologies;
  - ii) adoption of the previous minutes as a correct record;
  - iii) business arising out of previous minutes;

- iv) adoption of inwards correspondence (including facsimile messages);
- v) confirmation of outwards correspondence (including facsimile messages);
- vi) reports;
- vii) monthly financial reports to include:-
  - a) monthly summary report must contain
    - \* receipts and payments by bank account;
    - \* outstanding accounts
    - \* bank reconciliation
    - \* total income for the month and payments summary.
  - b) copy of any audit reports.
- viii) general business;
- ix) notices of motion;
- x) setting of the next meeting place and date of the Management Committee;
  - and;
- xi) the closure of the meeting.

#### **10.14 Agenda for Branch Management Committee Meeting**

- 10.14.1 The Secretary will prepare an agenda for each Management Committee meeting. The members of the Management Committee must be notified of a Management Committee meeting at least seven clear days prior to that meeting.
- 10.14.2 The agenda must include the time, date and place of the meeting together with a summary of the business to be conducted at that meeting.
- 10.14.3 The Management Committee may amend the agenda in a manner it determines.
- 10.14.4 Members of the Management Committee will notify the Secretary of any proposed agenda items at least ten days prior to the next scheduled meeting of the Management Committee.
- 10.14.5 Additional agenda items may be admitted if thought appropriate by the Chairperson.

#### **10.15 Correspondence to be available.**

- 10.15.1 The Branch Manager will ensure that the Correspondence Register and copies of all correspondence are available for inspection at each Management Committee meeting.

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#### **10.16 Minutes of Branch Management Committee Meeting**

- 10.16.1 The Secretary will cause full and accurate minutes of all questions, matters, resolutions and other proceedings of a Management Committee meeting to be recorded in document form. Such record will be open for inspection at all reasonable times by any member of the Association who previously applies to the Secretary for that inspection.
- 10.16.2 For the purpose of ensuring accuracy of the recording of such minutes, the minutes of every Management Committee meeting will be signed as a correct record by the

Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting.

## **11.0 DELEGATIONS OF POWERS OF MANAGEMENT COMMITTEE**

### **11.1 Delegation of powers to sub-committee**

11.1.1 The Management Committee may appoint a sub-committee consisting of such members of the Branch or Association as the Management Committee thinks fit. Any sub-committee so formed will in the exercise duly conform to any regulations that may be imposed on it by the Management Committee. The Management Committee may dissolve any sub-committee.

11.1.2 The Management Committee may, if it deems necessary, appoint a person who is not a member of the Association to a sub-committee.

### **11.2 Sub-Committee to elect a Chairperson**

11.2.1 A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within thirty minutes after the time appointed for holding the meeting, the members present may choose one of their number to chair the meeting.

### **11.3 Sub-committee meetings**

11.3.1 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting will be determined by a majority of votes of the members present and in the case of an equality of votes, the question will be deemed to be decided in the negative.

### **11.4 Sub-committees - Ex-Officio membership**

11.4.1 The Chairperson of the Branch will be an ex-officio member of all sub-committees which are formed.

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### **11.5 Function of sub-committee**

11.5.1 Unless specifically directed otherwise by the Management Committee, a sub-committee may meet and make inquiries for the purpose of making recommendations to the Management Committee of the Branch.

## **12.0 DEFECT IN THE MANAGEMENT COMMITTEE APPOINTMENT**

### **12.1 Management Committee may act**

- 12.1.1 All acts done by any meeting of the Management Committee, or of a sub-committee or by any person acting as a member of the Management Committee, or sub-committee will, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member or that the members were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee or sub-committee.
- 12.1.2 When the Management Committee or a sub-committee becomes aware that a defect in appointment of any such member exists that committee will take all necessary steps to rectify any such defect.

## **PART IV GENERAL MEETINGS**

### **13.0 BRANCH ANNUAL GENERAL MEETING**

#### **13.1 Date of the Annual General Meeting**

- 13.1.1 The Annual General Meeting of the Branch will be held within three months after the close of the financial year but two weeks prior to CSP Inc AGM.

#### **13.2 Business at the Annual General Meeting**

- 13.2.1 The business to be transacted at every Annual General Meeting will include:
- i) the opening of the meeting and the adoption of the minutes of the previous annual general meeting as a correct record;
  - ii) the receiving of the annual report of the Chairperson of the Branch;
  - iii) the statement of income and expenditure; assets and liabilities affecting the property of the Branch for the preceding financial year;
  - iv) the receiving of the auditor's report into the books and accounts for the preceding financial year;
  - v) any other business required by the Management Committee or the Association;
  - vi) the election of the Chairperson, the Treasurer, Secretary and the members of the Management Committee;
  - (vii) the appointment of the auditor (to be the same as C.S.P. Inc);
  - viii) the closure of the meeting.

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### **14.0 BRANCH GENERAL MEETINGS**

#### **14.1 General meetings**

- 14.1.1 General Meetings will be held at not less than three monthly intervals, one of which will be the Annual General Meeting.

#### **14.2 Special General Meetings**

- 14.2.1 The Secretary will convene a special general meeting of the Branch:

- i) when directed to do so by the Management Committee;
- ii) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or by not less than the number of members of the Branch which equals double the number of members presently on the Management Committee plus one. Such requisition will clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted;

14.2.2 At the direction of CSP Inc.

14.2.3 The Secretary will convene a special general meeting of the Branch in accordance with these rules within one month of receiving such notification.

## **15.1 Quorum at a general meeting**

15.1.1 At any general meeting the number of members required to constitute a quorum will be the number presently on the Management Committee plus two.

No business will be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

## **15.2 Quorum not present at a general meeting**

15.2.1 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened as a special meeting, will lapse. In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Chairperson may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present will be a quorum.

15.2.2 The Secretary will cause a notice of such meeting to be placed on the public notice board at the Branch within twenty four hours of the adjournment of the meeting.

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## **15.3 Power to adjourn a general meeting**

15.3.1 The Chairperson may, with the consent of any meeting at which a quorum is present (and will, if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business will be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting will be given as in the case of an original meeting. Save as aforesaid it will not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **15.4 Notice of a general meeting**

- 15.4.1 The Secretary will convene all general meetings of the Branch by giving not less than 14 days notice in writing of any such meeting to the members.

## **15.5 Conduct of a general meeting**

- 15.5.1 Unless otherwise provided by these Rules, at every general meeting of the Branch:

- i) the Chairperson will preside over the meeting, or if there is no Chairperson, or if the Chairperson is not present within thirty minutes after the time appointed for the holding of the meeting or is unwilling to act, the members present will elect one of their number to preside over the meeting as Chairperson;
- ii) the Chairperson will maintain order and conduct the meeting in a proper manner;
- iii) every question, matter or resolution will be decided by a majority of votes of the members who are present and entitled to vote at that meeting;
- iv) every member present will be entitled to one vote and in the case of an equality of votes the Chairperson will have a second or casting vote. Provided that: no person will be entitled to vote at any general meeting unless the membership of that person is current.
- v) voting will be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there will be a secret ballot. The Chairperson will appoint two members to conduct the secret ballot in such manner as he will determine and the result of the ballot as declared by the Chairperson will be deemed to be the resolution of the meeting at which the ballot was demanded.;
- vi) voting for the election of office bearers will be by secret ballot;
- vii) all ballot papers are to be destroyed once the result is announced;

For the purpose of ensuring accuracy of the recording of such minutes, the minutes of every general meeting will be signed as a correct record by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting. The minutes of any annual general meeting will be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

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Conduct of a General Meeting (Contd.)

The Secretary will forward a copy of the minutes of any meeting to CSP Inc within seven days of the meeting being held.

## **15.6 Definition of Chairperson at a general meeting**

- 15.6.1 For the purpose of this rule at a general meeting of the Branch the Chairperson referred to will mean the Chairperson of the Management Committee.

## **Part V AMENDMENT TO RULES**

### **16.0 BY-LAWS**

## **16.1 Branch Management Committee may make By-Laws**

- 16.1.1 The Management Committee may from time to time make, amend or repeal By-Laws, not inconsistent with these rules and the Constitution of CSP Inc, for the internal management of the Branch. Any By-Law may be set aside by a general meeting of the members of the Branch.
- 16.1.2 Where By-Laws are made by the Management Committee, a register of By-Laws will be established and maintained by that Committee. Such Register will be open for inspection by any member of the Branch.
- 16.1.3 The Register of By-Laws will be attached to the Branch Rules. The By-Laws must be printed on a paper of a different colour to the Branch Rules.
- 16.1.4 The Secretary will cause to be displayed any By-Law made by a Management Committee on a public notice board.

## **17.0 ALTERATION OF BRANCH RULES**

### **17.1 Branch may propose amendment to Branch Rules**

- 17.1.1 Any Branch may at a general meeting of that Branch propose, by special resolution to CSP Inc, changes to the Branch Rules.

### **17.2 Proposed amendment to be forwarded to CSP Inc**

- 17.2.1 Any such resolution for amendment, recision or addition to the Branch Rules, together with a copy of the minutes of the general meeting of the Branch where the decision was made will be forwarded to CSP Inc.

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### **17.3 CSP Inc may make inquiries**

- 17.3.1 When proposed changes to the Branch Rules are submitted to CSP Inc, they may make or cause to be made such inquiries as they consider necessary, to include circulating each Branch for comment. The return date for comment will be determined by CSP Inc.

### **17.4 Alteration of Branch Rules to be approved by CSP Inc**

- 17.4.1 Such proposed changes to the Branch Rules will only have effect if submitted to and approved by CSP Inc.  
Provided that: nothing in these Rules will prevent CSP Inc from altering the Branch Rules at their discretion.  
In all cases the Branch Rules will be updated within one month.

**17.5 Register of amendments**

17.5.1 The Secretary will maintain a Register of Amendments to the Branch Rules as part of the Branch Rules.

**Part VI FUNDS**

**18.0 FUNDS**

**18.1 Funds to be banked**

18.1.1 The funds of the Branch will be banked in the name of CSP Inc ..... Branch in such bank or licensed financial institution as the CSP Inc may from time to time approve or direct. All monies will be banked as soon as practicable after receipt thereof, and will, in all cases, be banked within seven days of receipt thereof.

**18.2 Proper books and accounts to be kept**

18.2.1 Proper documents and accounting records will be kept and maintained by the Treasurer either in electronic, written or printed form in the English language showing correctly the financial affairs of the Branch and the particulars usually shown in such documents.

**18.3 Guidelines for keeping books and records of accounts**

18.3.1 CSP Inc may from time to time give or cause to be given additional instructions in relation to the keeping of records of account, and direct the form such information will take. Records of account and relevant documents will be closed in accordance with directions issued each year by the Treasurer of CSP Inc to enable compilation of yearly accounts.

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Guidelines for keeping books and records of accounts (Contd.)

**18.4 Accounts to be paid by cheque**

18.4.1 All outgoing amounts will be paid by cheque, signed by any two of the (1) Chairperson, (2) Secretary, or (3) Treasurer.

**18.5 Endorsement of cheques**

18.5.1 Cheques will be crossed 'not negotiable' and where cheques are written for 'petty cash' each cheque will be endorsed with the words "*Petty Cash Recoupment.....Branch*".

**18.6 Payments to be ratified by Management Committee**

18.6.1 All expenditure will be approved or ratified by a Management Committee meeting.



## **18.7 Petty Cash**

18.7.1 The maximum amount of petty cash will be determined by CSP Inc.

## **18.8 Annual Accounts**

18.8.1 As soon as practicable after the end of each financial year the Treasurer will cause to be prepared a statement in the format required by CSP Inc containing particulars of:

- i) the income and expenditure for the financial year just ended; and
- ii) the assets and liabilities held by the Branch at the close of that year.

## **18.9 Audit Report**

18.9.1 All annual financial statements will be examined by the auditor who will present a report upon such audit to the Treasurer prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

18.9.2 More frequent examination of financial statements may occur at the direction of CSP Inc.

## **18.10 Application of funds of Branch**

18.10.1 The income and property in the possession of the Branch wheresoever derived will be used and applied solely in the promotion of the objects of CSP Inc and in the exercise of the powers as set out herein and no portion thereof will be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Branch. Provided that: nothing herein contained will prevent the payment in good faith of remuneration to any member of the Branch or other person in return for any services actually rendered to the Branch. Provided further, that nothing herein contained will be construed so as to prevent the payment or repayment to any member of out of pocket expenses, reasonable and proper charges for goods hired by the Branch or reasonable and proper rent for premises leased or let to the Branch.

## **18.11 Donations between Branches**

18.11.1 Branches may give financial gifts to other Branches of the Association only. All financial gifts are subject to the approval of CSP Inc.

# **PART VII MISCELLANEOUS**

## **19.0 DOCUMENTS**

### **19.1 Document safe custody**

19.1.1 The Management Committee will provide for the safe custody of books and documents of the Branch unless otherwise directed by CSP Inc.

## **20.0 FINANCIAL YEAR**

### **20.1 Financial Year**

20.1.1 The financial year of the Branch will close on the 30th of June in each year.

## **21.0 OWNERSHIP OF PROPERTY**

### **21.1 Ownership of Property vested in CSP Inc**

21.1.1 All property acquired for use by a Branch will be the property of CSP Inc.

21.1.2 The responsibility for replacement insurance, maintenance and safe custody of assets attached to a Branch lies with the Management Committee.

21.1.3 The Branch will maintain a register of each asset of more than \$100 value.

### **21.2 Use of Branch assets**

21.2.1 The use of Branch assets is restricted to limited casual use of such assets with the following provisos:

- i) the Management Committee may establish guidelines for the use of assets attached to the Branch;
- ii) the Branch is not to incur any cost associated with the use of any asset for private purposes;
- iii) Where a doubt exists as to the use of an asset the matter is to be referred to CSP Inc for a decision.

19.

### **21.3 Register of assets loaned**

21.3.1 The Branch will establish and maintain a register in which will be entered the following information:

- i) the date property was loaned;
- ii) the name and telephone number of the borrower;
- iii) the expected time and date of return of the property;
- iv) an accurate description of the property;
- v) the signature of the member borrowing the property;
- vi) confirmation by the Secretary that the property has been returned, including the time and date of return, and any damage to the property; and
- vii) a note of any fees charged.

## **22.0 AREA OF RESPONSIBILITY FOR BRANCH**

### **22.1 Area of responsibility to be determined by CSP Inc.**

22.1.1 The local community, locality or area serviced by a Branch, and from which members of the Branch may generally be drawn, including committee members will be determined by CSP Inc on any recommendations from the area interested in establishing a Branch.

22.1.2 Application must be made to the Police Commissioner or the Regional Assistant Commissioner for permission to use police personnel or resources, or the word "Police", if required for C.S.P. projects.

## **23.0 RECIPROCAL MEMBERSHIP**

### **23.1 Members may use any Branch**

23.1.1 Upon proof of current membership, a member will be entitled to attend activities or transfer to any other Branch without the payment of a membership fee.