

LAS BY-LAWS FOR SECTIONS

With effect from : 15 Jul 2009

1. Name

The name of the Section shall be determined by the Council of the Association.

2. Functions

The objectives of the Section shall be defined by the Council after consultation with the Section and may be changed from time to time after consultation with the Section.

3. Membership

The membership of any Section is the LAS membership in total with no separate registration into a Section.

4. Committee

a. The Committee of the Section shall be the executive body of the Section so far as internal matters of the Section are concerned, but shall not, other than by recommendation to the Council take any action which affects the general conduct of the Association or the external relation of the Association.

The Committee of the Section shall consist of the following members:

- A Chairman
- Immediate Past Chairman
- An Hon Secretary
- Three Committee Members

The Chair shall meet the criterion of Council membership.

b. The Committee shall have the power to co-opt up to three additional members.

c. The elections of the Committee shall be executed in the same manner and at the same time as the election of the Council of the Association.

d. The post of the Immediate Past Chairman shall be left vacant if the Chairman of the preceding Section Committee is re-elected to office.

- e. All honorary, life, professional, associate or representatives of local institutional members shall be entitled to nominate and vote for candidates for membership on the Section Committee
- f. All honorary, life, professional, associate or representatives of local institutional members shall be entitled to stand for elections of the Section Committee.
- g. Members of the Committee shall hold office for two years. All office-bearers and Committee members shall be eligible for re-election.
- h. In the event of a vacancy in the office of Chairman or Honorary Secretary, the remaining Committee members shall appoint a Chairman or Honorary Secretary and report the appointment to forthwith to the Council.
- i. The Committee itself may fill any vacancy other than Chairman or Secretary.
- j. An advisor for the Section may be appointed by Council at the request of the Section's Committee. The advisor's term of office shall coincide with the term of office of the Council.
- k. A member of the Committee may at any time give notice in writing to the Committee of his wish to resign and the acceptance of his resignation by the Committee, but not before, his office shall be vacant.
- l. A member of the Committee shall not continue to hold office if he ceases to be a member of LAS or if he is absent from the meetings of the Committee for three consecutive meetings.

5. Duties of office-bearers

- a. The Chairman shall conduct all Committee meetings and be responsible for the work of the Section.
- b. The Hon Secretary shall keep records of the Committee and shall be responsible for their correctness. He shall keep minutes of all Committee meetings and circulate these to all Council and Committee members within two weeks after each meeting. He shall conduct the correspondence of the Section.

6. Meetings

- a. Meetings of the Committee shall be called by the Chairman.
- b. Committee meetings shall be held at least three times a year. At least seven days' notice of such meetings shall be given to Committee members by the Hon Secretary.
- c. The quorum at all Committee meetings shall be two-thirds of the Committee members.

7. Records

The retiring Hon Secretary shall transmit the files to his successor or to the Hon Secretary of the Association. Files no longer in active use shall be preserved, and may be transmitted to the Hon Secretary of the Association to keep archives.

8. Finance

- a. Financial procedures shall be maintained in accordance with the regulations prescribed in Article VIII (5).
- b. Any committee planning for substantial expenditure shall apply to Council for financial assistance. The applications should be accompanied by a budget proposal.
- c. Request for travelling and similar expenses shall be approved by the Council. All accounts for expenditure approved by the Council for payment shall be submitted to the Hon Treasurer for payment except where a special grant has been made, and in such case, the expenditure shall be accounted for to the Hon Treasurer.

9. Annual Report

The Committee shall submit an annual report on the activities of the Section to the Council at the end of each year for inclusion in the annual report of the Association