

## **LAS BY-LAWS FOR THE COUNCIL**

With effect from : 4 May 2019

1. The Council shall be the governing and executive body of the Association and shall consist of the following members who shall assume at the Annual General Meeting:

- A President
- Immediate Past President
- A Vice-President
- An Hon Secretary
- An Hon Treasurer
- An Assistant Hon Secretary
- Five ordinary Council Members
- All Chairs of Sections

The Council shall have the power to co-opt up to 3 additional members.

2. The President shall act as Chairman at all Council meetings. In the absence of the President, the Vice-President shall act as Chairman.
3. Council meetings shall be held at least 4 times a year. At least seven days' notice of such meetings shall be given to Council members.
4. Meetings of the Council may be called by the President and special meetings of the Council may be convened at the request of 4 members of the Council. The Hon Secretary shall within 3 days of receiving such a request summon a special meeting, which shall be fixed for not less than 7 days and not more than 14 days after the date of the summons.
5. The quorum at all Council meetings shall be 7. When a vote has to be taken, decisions of the Council shall be by majority vote of those present. The Chairman shall have a right to vote and if on any question those present are equally divided, the Chairman shall also have a casting vote.
6. The Chairman at any meeting of the Council may, with the consent of the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than business left unfinished at the adjourned meeting. No notice need be given of an adjourned meeting unless it be so directed in the resolution for adjournment.
7. In the event of a vacancy in the Council arising, the Council shall be empowered to fill the vacancy.

8. A member of the Council may at any time give notice in writing to the Council of his or her wish to resign and on the acceptance of his or her resignation by the Council, but not before, his or her office shall be vacant.
9. A member of the Council shall not continue to hold office if
  - a. he or she ceased to be a member of the Association
  - b. he or she be absent from the meetings of the Council for 3 consecutive meetings.
10. Non-members of the Council may be invited by the Council to attend for a particular purpose any meeting of the Council, but the invitation must be confirmed by the Council before any other business may be taken.
11. The Hon Secretary shall take minutes of the Council meetings. The Hon Secretary shall circulate the minutes of the Council meetings within one month after each meeting.
12. The Hon Secretary shall keep all records, except financial, of the Council and shall be responsible for their correctness. He or she shall keep minutes of all general and Council meetings and conduct the correspondence of the Association except those pertaining to financial and membership matters.
13. The Assistant Hon Secretary shall keep all membership records and shall be responsible for their correctness. He or she shall conduct the correspondence pertaining to membership of the Association. He or she shall assist the Secretary in the preparations for the AGM and cover his duties in his or her absence (on leave etc.) The Assistant Hon Secretary shall also serve as the Association's Data Protection Officer, ensuring that the Association is aligned to all manner of matters pertaining to the safeguard of personal data as prescribed under the Personal Data Protection Act (2012).
14. The Hon Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Hon Treasurer shall not keep more than \$250.00 in the form of cash, and money in access of this shall be deposited in a bank to be named by the Council. He or she shall send a notice of subscriptions due to members within one month of their falling due. He or she shall submit to the Annual General Meeting, certified statement of the Association's accounts. Cheques, etc for withdrawal from the bank in which the Association's funds are deposited shall be signed by the President or Hon Secretary in addition to the Hon Treasurer.

15. Relevant publications and journals shall be kept at a suitable location as decided by Council.