



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine

ABN 44 005 379 162

ACPSEM Branches Policy

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1. Background

- 1.1 Branches are pivotal to the work of ACPSEM, particularly as the face of ACPSEM in ongoing engagement with Members. Branches are also an important part of the governance structure of ACPSEM but are not separate legal and financial entities.
- 1.2 The Review found that existing arrangements for Branch Committees provided a useful degree of flexibility to address local needs and to evidence the value of membership, but also that significant benefits could be had by standardising an ACPSEM approach to governance, and by sharing experiences and lessons learned across Branch Committees.
- 1.3 Accordingly, during 2019, the Board will obtain necessary advice and pursue due process to ensure that legal and financial relationships of the Branches are consistent with the above intention, and will also be reviewing *ACPSEM By-Laws* and ACPSEM policies to ensure consistency.

2. Purpose, Scope & Transition

- 2.1 The Board is empowered by the *ACPSEM Constitution* to speak on behalf of the overall Membership and this policy was approved by the Board under the *ACPSEM Constitution*.
- 2.2 The principal purposes of this Policy are:
 - to elaborate on the ACPSEM Board's expectations of ACPSEM Branches
 - establish rules for transacting business or otherwise conducting activities in Branches and
 - set out the areas of discretion for Branch Committees in their decision making consistent with the purpose of Branches within the ACPSEM governance structure.
- 2.3 Until such time as the ACPSEM Board determines the future status of and arrangements for the New Zealand Branch, this policy applies to all Branches in Australia. The New Zealand Branch will continue to be governed by its own Constitution.

3. Branches in ACPSEM

General

- 3.1 Under the *ACPSEM Constitution*, Australia and New Zealand are divided into regions to enable ACPSEM to pursue its objectives ACPSEM is also structured into Branches to facilitate the following:
 - 3.1.1 local interaction of ACPSEM Members;
 - 3.1.2 organising and conducting events addressing topics that are tailored to local and regional needs and preferences; and
 - 3.1.3 interaction with the wider community taking into account local concerns and government structures.



- 3.2 Under the *ACPSEM By-laws* Members belong to the Branch for the region in which they usually reside. Branches of ACPSEM are not independent legal entities.
- 3.3 Branches and Branch Committees must operate in accordance with the *ACPSEM Constitution*, the *ACPSEM By-laws*, this Policy and any associated rules including the *ACPSEM Branch Rules* as adopted for the Branches as amended from time to time.
- 3.4 Subject to the documents listed in 3.3 above, *ACPSEM Branch Rules* are essential requirements for conducting and managing Branch business by the Branch Committee. *ACPSEM Branch Rules* as approved and amended by the Board are attached as an Appendix 1.
- 3.5 Branch Committees can exercise local discretion in completing some Rules and adding others where this is helpful to local activities, according to Appendix 1.
- 3.6 *ACPSEM Branch Rules* as approved by the Board and adopted by the Branches should be communicated to ACPSEM Members.
- 3.7 To facilitate collaboration across Branches, and to maintain currency of Branch Committee knowledge on matters relating to ACPSEM governance, the Board has created the role of a Head of Branches to facilitate information flow between the Board, CEO and PSB. The Head of Branches is elected among all Branch Chairs by majority votes.

Delegation

- 3.8 Under Section 30 of the *ACPSEM Constitution*, the Board is empowered to delegate certain powers to one or more committees. In approving this Policy the Board delegates to each Branch Committee powers and functions as described in this Policy, limited and governed by prevailing laws related to the status of ACPSEM as an incorporated entity (specifically, a company limited by guarantee), the *ACPSEM Constitution*, the *ACPSEM By-laws*, *ACPSEM Branch Rules* set out as part of this Policy, and other ACPSEM governance documents on the [ACPSEM website](#), [ACPSEM Policy Register](#), and [other internal Policies](#).
- 3.9 To assist in advancing public knowledge of ACPSEM, its objects and its work, each Branch Committee is empowered to use the ACPSEM logo in the conduct of Branch business, which must be done in keeping with the ACPSEM Style Guide. In particular, the ACPSEM logo should be used as the primary branding on any Branch meeting or event, or as co-branding for co-hosted events.
- 3.10 To facilitate the conduct of Branch activities, each Branch Committee is empowered to accept and spend monies on behalf of its Branch Members, through the ACPSEM Operating Account and in accordance with the ACPSEM's "Transactions Card Policy (2014)". Monies shall be spent in accordance with any policy that the ACPSEM may determine, based on consultation with the Board and its Auditors. This delegation to accept and spend monies shall **exclude** ACPSEM Membership dues. Dues shall be remitted by each Member direct to ACPSEM, in accordance with ACPSEM ByLaw M42.
- 3.11 Making public comments on behalf of ACPSEM is a function reserved to the Board and Chief Executive Officer in the usual course of events, and subject to specific delegations in the



ACPSEM Delegations Policy. Accordingly, Branches and Branch Committees are not authorised to make public comments on behalf of ACPSEM. At Branch events, members of Branch Committee must only speak as a Branch Committee member or in their personal capacity as an individual Member of ACPSEM. Should an event receive, or be anticipated to receive, public attention, the Branch Chair should seek specific direction from the President, in accordance with the Delegations Policy.

- 3.12 Any question relating to the work of a Branch which is not addressed in this Policy should be referred to the Chief Executive Officer for advice on whether and how to proceed.

Decision-Making in Branches

- 3.13 Decision-making in Branches is subject to Section 24 of the *ACPSEM Constitution*, and Branch Committees are accountable to ensure that other procedural requirements for the relevant meeting have been met before decisions are proposed (such as due notice being given of the meeting and the quorum being satisfied).
- 3.14 Decisions of the Branch Committee, or of the Branch Membership, shall be by simple majority vote of eligible individuals present and voting.
- 3.15 A simple majority is calculated as being more than 50% of the votes cast of eligible individuals present and voting.
- 3.16 Section 24 of the *ACPSEM Constitution* states that no member of ACPSEM is afforded a casting vote in transacting Branch business.
- 3.17 To be eligible to vote, individuals must have up-to-date membership with the ACPSEM with no fees outstanding.

Member Engagement

- 3.18 Branch Committees enable engagement with Members, whatever their professional background or career stage, which enables them to become advocates for what ACPSEM contributes to the wider community. That is, relatively modest professional knowledge or experience is needed to make a valuable contribution to Branch Committees, and experience in other membership based or community organisations may also be relevant to Branch Committee work, so this provides an accessible point of engagement for Members and is an important opening on the trajectory for engaging in the overall governance of ACPSEM.
- 3.19 To ensure continuity and stability of Branch Committees but also ensure ongoing rejuvenation of Branch Committees, roles and office holders of Branch Committees are accessible to a wide cross section of ACPSEM Members.
- 3.20 The *ACPSEM Branch Rules* in Appendix 1 set out the structure and composition for Branch Committees approved by the Board, including applicable terms of office and limits to sequential re-election.



- 3.21 Branch feedbacks to the Board should be addressed to the Company Secretary or the Chief Executive Officer, as and when the occasion arises, based on using this policy and associate ACPSEM Branch Rules in practice.

4. Branch Committees

- 4.1 Branch Committees are made up of members of the Branch Committee and its participants who assist with the work undertaken by Branch Committee.

Members

- 4.2 The Branch Committee will be comprised of a limited number of Members (or office holders) with specified duties.
- 4.3 The Branch Committee collectively can make decisions in relation to the management of the Branch according to Appendix 1.
- 4.4 All Branch Committee Members vote in decisions, unless excluded by potential or actual conflict of interests (including from their employment or other activities outside ACPSEM). Refer to the ACPSEM policy regarding conflicts of interest.
- 4.5 Branch Committee Members are collectively accountable for the work and activities conducted by the Branch, as well as being individually accountable for carrying out their particular role, including attendance at meetings as a core accountability.

Participants

- 4.6 The Branch Committee may also be assisted by Participants if required on a specific task, project, or item of advice.
- 4.7 Participants are appointed by the Branch Committee after seeking expressions of interest from the broader Branch Membership, or engaging with Branch Members who have already made known to the Branch Committee their interest in volunteering to assist.
- 4.8 Participants do not vote on Branch Committee decisions.
- 4.9 Participants need only attend Branch Committee meetings as invitees to the extent required by their assigned work, including to report on progress.

5. Adoption of ACPSEM Branch Rules

General

- 5.1 To ensure appropriate Branch governance and consistency in Branch activities which benefits Members every Branch is required to adopt *ACPSEM Branch Rules* as approved by the Board, see Appendix 1.

Amendment

- 5.2 As each Branches is different, in some circumstances, some of the ACPSEM Branch Rules may not apply or require amendment.



- 5.3 Amendments and/or inclusions or exemptions to the Rules should be advised by the Branch Committee to the CEO, so the request can be reviewed to ensure consistency with the ACPSEM constitution and other governance documents.
- 5.4 Any changes to the Branch Policy and its appendices will need to be approved by the ACPSEM Board.

6. Reporting

- 6.1 Each Branch Committee must report their activities to Branch Members and to the Board based on Appendix 2.
- 6.2 Reports from Branch Committees should be made at least annually and following the Annual Branch Meeting.
- 6.3 Additional reports may be requested by the Board or required in the course of the work of Branch Committees, and Branch office holders are responsible for monitoring such requirements.
- 6.4 A report template is attached to this Policy as Appendix 2. Assistance with any report should be obtained from the Company Secretary.

| | |
|----------------------------|------------------|
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| 1.0 | 15 February 2019 | Consultant Carolyn Evans, Company Secretary, President and CEO | New Policy |
| 1.1 | 21 February 2020 | Company Secretary, President and CEO | Update finance matters (new sections B3, C6, C7) |
| 1.2 | 26 June 2020 | Company Secretary, Rosemary Peavey and CEO | Cosmetic updates and changes to B3.5 on invoicing matters (B3.5.2, B3.5.3) and limitation on branch income activity (B3.5.4) |
| 1.3 | 28 August 2020 | Com Sec | Removal of Clause 6 Branch Committee Member Reports From Reporting templates. |



Appendix 1

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ACPSEM Branch Rules

A General

A.1 PURPOSE

A.1.1 *ACPSEM Branch Rules* are a core element of governance documents applicable to Branch activities. As such, *ACPSEM Branch Rules* remain subject to, and should be read with, the *ACPSEM Constitution* and *ACPSEM By-laws*, and *ACPSEM Branches Policy*.

A.1.2 *ACPSEM Branch Rules* are subject to review by the ACPSEM Board from time to time, and feedback on their use in practice is welcomed. As and when the need arises, the Branch Committee should submit comments to the Company Secretary.

A.1.3 Branch Members, other than the Branch Committee, should usually submit their comments on *ACPSEM Branch Rules* to their Branch Committee.

A.1.4 Alternatively, Branch Members may raise their comments with the ACPSEM Board, provisions for which may be found in the *ACPSEM Constitution* including in Sections 16, 18 and 27.

A.2 DECISION-MAKING IN BRANCHES

A.2.1 Consistent with Section 24 of the *ACPSEM Constitution*, all decisions by the Branch Committee shall be determined by a simple majority of votes cast.

A.2.2 A simple majority is calculated as being more than 50% of the votes cast by members present and voting. If votes cast are equal in number, the proposal is not carried, and no individual has a casting vote.

A.2.3 With the exception of elections, voting shall be by means of a show of hands, or a similar indication from those attending by electronic means.

A.2.4 Where an individual Branch Member wishes to vote by other means, such as by the use of a proxy, or attendance by electronic means when that has not been made available generally for the Meeting, the individual should contact the Branch Records Member at least seven days prior to the Meeting.

A.2.5 To be eligible to vote, ACPSEM Members must be in good financial standing.

A.3 ADOPTION & AMENDMENT

General

A.3.1 On request at any time, the most recently adopted version of *ACPSEM Branch Rules* at Branch Annual Meeting shall be made available to Branch Members by the Branch Records Member.



A.3.2 The ACPSEM Branch Rules shall be adopted by the Branches immediately after Board approval. Amendments or exemptions to the Rules due to particular circumstances that are unique to a Branch should be advised by the Branch Committee to the CEO or Company Secretary so that these requests can be reviewed by the Board.

B Branch

B.1 GENERAL

B.1.1 The *ACPSEM By-laws* stipulate regions assigned to each ACPSEM Branch, and those who shall be considered Branch Members.

B.1.2 Questions as to interpretation or application of such provisions should be addressed to the Company Secretary or the Chief Executive Officer.

B.2 BRANCH MEMBERS

B.2.1 All references in the *ACPSEM Branch Rules* to Members or Branch Members shall mean those in good standing at that time.

B.2.2 To be in good standing, an ACPSEM Member must not be subject to disciplinary proceedings under the *ACPSEM Constitution*, and must be in good financial standing by having paid their membership fees (or dues) for the current period.

B.2.3 Enquiries as to the financial standing of Members should be directed to the Company Secretary.

B.2.4 Other questions on good standing of Members should be directed to the Chief Executive Officer.

B.3 BRANCH INCOME AND EXPENSES

B.3.1 All Branches are encouraged to generate income and utilise the income to fund Branch Non-Business meetings.

B.3.2 All branch income will be received by the ACPSEM office and accounted towards individual branch cash reserves.

B.3.2.1 Branch Income from Non-Business meetings.

B.3.2.1.1 Branch Executive Committees can decide a registration fee. Where meetings are supported by ACPSEM membership income or sponsorship there must be a differential registration fee for members/non-members.

B.3.2.2 Branch Income from sponsorship



B.3.3 All branch expenses should be paid via the ACPSEM Corporate transaction card held by the Branch Chair. Should reimbursement to another Branch member be required due to unforeseen circumstances the normal ACPSEM reimbursement process should be followed.

B.3.4 Branch Income from Non-Business Meetings

B.3.4.1 Registration Income will be received by the ACPSEM Office via the online event module on the ACPSEM website, according to C 5.4.2 of the Branch Rules. The income will be accrued to individual branch cash reserves.

B.3.4.2 An event registration invoice/receipt with the ACPSEM ABN will be issued once the registration is made online.

B.3.5 Income from other resources

B.3.5.1 Income generated from other sources such as sponsorships of a non-business meeting will be received by the ACPSEM Office according to C8.4

B.3.5.2 Branches should use the proforma invoice (template) to those sponsors and cc Finance Officer accounts@acpsem.org.au for information. Finance members may seek training from accounts staff when appointed to the role.

B.3.5.3 Once the payment is received, a tax invoice will be issued within 5 working days and emailed to the sponsor and cc the relevant Branch Finance Member for information.

B.3.5.4 Income could not be generated via crowd-funding or fundraising as ACPSEM is not a registered charity and do not hold fundraising license. Occasionally the ACPSEM Foundation Ltd, trading as Better Healthcare Technology Foundation may organise fundraising events and these events should be identified as separate events from Branch activities.

B.3.6 The ACPSEM will maintain the cash reserves of branches at an appropriate level. Allocations will be made in 2020 based on the historical membership numbers basis, in advance of a discussions aimed at tying 2021 allocations to specific outcomes.

B.3.7 All branch expenses should be processed according to the ACPSEM Transaction Card Policy and accrued towards individual branch reserves

B.3.8 Branch Finance Members will receive a profit and loss statement of their Branch from the ACPSEM office every two months.



C Branch Meetings

C.1 GENERAL

C.1.1 Branch Meetings are a gathering of Members of the Branch for the purposes of:

C.1.1.1 transacting the business of the Branch; or

C.1.1.2 dealing with special items of business, such as the election of a Branch Chair should a casual vacancy arise; or

C.1.1.3 attending to matters of mutual professional interest to Members.

C.1.2 At least one Branch Meeting shall be held each calendar year.

C.1.3 Branch Meetings shall include Business Meetings (of which the Annual Branch Meeting is one), and Non-Business Meetings which are convened to address scientific, educational or other matters of mutual interest to the Branch Members.

C.1.4 Branch Meetings are not termed General Meetings, because the term "general meeting" has a special meaning under the ACPSEC Constitution. In this context, "general" refers to the entitlement of Members to attend, meaning that such a meeting must be open to all ACPSEM Members wherever residing. In contrast, Branch Meetings are intended to be the province of only those resident in the region assigned to a Branch.

C.1.5 Branch Committee Meetings are to be convened as a separate session if held on the same day as a Branch Meeting.

C.1.6 Social and other events are not Meetings per se, though they may be held on the same day as a Meeting.

C.2 NOTICE

C.2.1 The Branch Committee shall give 14 days notice of an Annual Branch Meeting, to all ACPSEM Members in that region, and advise the Company Secretary that such notice has been given.

C.2.2 The Branch Committee should usually give 14 days notice of a Branch Meeting, to all ACPSEM Members in that region.

C.2.3 Occasions on which a Branch Meeting was called with less than 14 days notice shall be highlighted in the next Branch Committee Report to the ACPSEM Board, and reported in the next annual report to the Branch Members.

C.2.4 Notice of Meeting shall include the minutes of the previous meeting, or in the case of an Annual Branch Meeting, the minutes of the previous Annual Branch Meeting.



C.3 BUSINESS MEETINGS

General

C.3.1 Branch Business Meetings provide the opportunity to transact Branch business by decisions of the Branch Membership. At least one Branch Business Meeting which may include the Annual Branch Meeting shall be held each year to report progress to Branch Members on the activities of the Branch Committee.

C.3.2 The Branch Committee may call Branch Business Meetings as required to suit the needs of ACPSEM Members in the region.

C.3.3 Separate to social and other events of interest to Members, the Branches may customarily conduct a number of Business Meetings each year as they see fit. The planned program of dates for Meetings is available from the Branch Committee on request.

Business of the Meeting

C.3.4 The Branch Chair shall determine the agenda for any Branch Business Meeting. In the absence or unavailability of the Branch Chair, this shall be done by the Branch Vice-Chair.

C.3.5 A Branch Business Meeting shall be called to conduct an election to fill a casual vacancy of the Branch Chair position.

C.3.6 Branch Members wishing to propose an item of business for consideration at a Branch Business Meeting (including the Annual Branch Meeting) should provide the necessary information in writing (including by email) to the Branch Chair not less than 21 days prior to the date of the meeting.

Quorum & Requirements

C.3.7 The quorum to transact Branch business at a Business Meeting is 33% of the Branch Membership, or 20 Branch Members, whichever is the lesser.

C.3.8 Branch Business Meetings must be open to attendance by all Branch Members.

C.3.9 Consistent with Section 17 of the *ACPSEM Constitution*, the Branch Committee must afford electronic means of attendance at Branch Business Meetings. The specific means may be determined by the Branch Committee to address the needs of Branch Members.

C.3.10 Consistent with Section 25 of the *ACPSEM Constitution*, if requested by a Branch Member for a Branch Business Meeting, the Branch Committee shall provide for proxy voting.



C.3.11 Consistent with the *ACPSEM By-laws* addressing election of ACPSEM Directors, election of Branch Committee office holders shall be by means of a secret ballot, the specific means to be determined by the Branch Committee.

C.3.12 Consistent with the *ACPSEM Constitution*, including Sections 24, 25 and 27, Branch Committees shall make reasonable endeavours to afford voting by other arrangements where requested prior to a Branch Business Meeting, including voting by proxy, or via electronic means of attendance at the Meeting.

C.3.13 Questions as to conducting Business Meetings, including on attendance and voting, should be addressed to the Company Secretary.

C.4 ANNUAL BRANCH MEETING

C.4.1 The Branch shall hold an Annual Branch Meeting in early December each year.

C.4.2 The Annual Branch Meeting shall be a Business Meeting of the Branch.

C.4.3 The primary business of the Annual Branch Meeting is to present and consider annual reports of serving Branch Committee Members, to elect Branch Committee Members as required, to discuss Branch business of which due notice has been given (whether raised by the Branch Committee, or by one or more Branch Members), and to afford an opportunity to hear from Members as to their views on the conduct of the Branch and its activities.

C.5 NON-BUSINESS MEETINGS

C.5.1 To suit the needs of ACPSEM Members in the region, the Branch Committee may call Non-Business Meetings of the Branch to attend to matters of mutual professional interest that need not necessarily be shared by all Members in the Branch. Such meetings may address topics of, for example, scientific or educational interest, distinct from transacting business which would necessitate calling a Branch Business Meeting.

C.5.2 Non-Business Meetings may, but will not necessarily, qualify as opportunities to accrue Continuing Professional Development (CPD) points towards renewing ACPSEM Registration.

C.5.3 As business will not be transacted, a Non-Business Meeting does not require a quorum.

[C.5.4 REMOVED]

C.5.4 If reporting to Branch Members, or any other ACPSEM business, is to be done on the occasion, then the session should be designated a Business Meeting where one item on the agenda is discussion of the



non-business topic at hand. If so, the quorum must be met before business can be transacted, but need not be maintained once that business has been concluded.

C.6 ACPSEM BRANDING REQUIREMENTS AT NON-BUSINESS MEETINGS

C.6.1 All Branch events Non-Business Meetings must have clear ACPSEM branding and acknowledgement. Branch Committees will ensure these meetings are organised in a manner specified below:

C.6.1.1 Meeting Name must include reference to the ACPSEM or the ACPSEM Branch.

C.6.1.2 Event Registration for these meetings must be hosted on the ACPSEM website unless prospective waivers are approved - noting these may apply for some joint events and some NZ events.

C.6.1.3 The ACPSEM logo must be displayed:

C.6.1.3.1 In a predominant position on all marketing materials including but not limited to flyers, programs, registration pages, and presentations.

C.6.1.3.2 Either on screen/s in the presentation room before and during meetings or by way of an ACPSEM banner prominently positioned in the venue.

C.7 MANAGEMENT OF SPONSORS FOR NON-BUSINESS MEETINGS

C.7.1.1 Other sponsorship logos may be displayed with smaller logo size and in less predominant positions on marketing materials (see C.6.1.3.1 above) than that required for the ACPSEM logo

C.7.1.2 Elekta is the ACPSEM's Education Partner. Where Elekta sponsorship is secured for an event the logo must be displayed such that Elekta has equal prominence with the ACPSEM, that is, the requirements at C.6.1.3.1 also apply to Elekta.

C.7.2 If reporting to Branch Members, or any other ACPSEM business, is to be done on the occasion, then the session should be designated a Business Meeting where one item on the agenda is discussion of the non-business topic at hand. If so, the quorum must be met before business can be transacted but need not be maintained once that business has been concluded.

C.8 EVENTS

C.8.1 An event hosted or coordinated by the Branch does not constitute a meeting of the Branch.

C.8.2 An event may, but will not necessarily, qualify as an opportunity to accrue CPD points towards renewing ACPSEM Registration.



C.8.3 For convenience of the Members or the Branch Committee, a Branch Meeting or Branch Committee Meeting may be scheduled in alignment with an event but these should be approached as two separate sessions.

C.8.4 Sponsorship of events is acceptable if done within the confines of the ACPSEM Sponsorship Guideline. Questions on this should be directed to the Chief Executive Officer. Requests for sponsorship from Siemens or Elekta should not be made without consulting the Membership Engagement Manager as funds may be available from the corporate sponsorship pool.

C.9 JOINT SESSIONS

C.9.1 Some matters of mutual professional interest not necessarily shared by an entire Branch may interest parts of other Branches. To support the overarching Objects of ACPSEM, Branch Committees may choose to link up with other ACPSEM Branches in a joint session to pursue such interests, such as by affording web cast or other access means of remote access to the session.

C.9.2 In due recognition of rules as to Branch decision-making, shared sessions are not appropriate to be designated as a Branch Business Meetings and should instead be designated as either a Branch Non-Business Meeting or a Branch event.

C.9.3 If a Branch Business Meeting is required on the same day, this should be convened as a separate session in the relevant Branch.

C.9.4 Branch Committees may also choose to link with other Branches for events, such as by affording web cast or other means of access.

C.9.5 If events are held in cooperation between two or more Branches, as a courtesy to the wider ACPSEM Membership the event should be made known across ACPSEM.

D Branch Committee

D.1 GENERAL

D.1.1 The management of each Branch is vested in its Branch Committee.

D.1.2 In terms of the definitions provided by Section 2 of the *ACPSEM Constitution*, Branch Committee Members are not office bearers of the College but may be referred to as Branch office holders.

D.1.3 The Branch Committee is accountable to Branch Members and to the ACPSEM Board for conducting Branch business and activities in accordance with the *ACPSEM Constitution*, ACPSEM policies and governance documents, and other directions from the ACPSEM Board.



D.1.4 Questions on governance documents applicable to the conduct of Branches should be addressed to the Company Secretary.

D.2 COMPOSITION

D.2.1 The Branch Committee shall be composed of Branch Chair, Branch Vice-Chair, Branch Finance Member, Branch Records Member and at least one General Member, for a minimum Branch Committee of five Committee Members.

D.2.2 Up to two additional General Members may be added to meet local needs. The Branch Committees may have up to seven Committee Members.

D.3 ASSISTANCE FOR THE BRANCH COMMITTEE

D.3.1 On its own recognisance, the Branch Committee may appoint Participants in Branch Committee work, usually to gain the benefit of additional assistance, expertise, or experience, that such volunteers can offer. The role of Participants may include conducting projects, arranging events, or otherwise by providing advice to the Branch Committee as may assist its work from time to time (for one example, in transitions when a substantial portion of the Branch Committee is new to their role/s and former Branch Committee Members might assist as Participants for a short period).

D.3.2 Participants are not Branch Committee Members as such: they shall not be entitled to vote in Branch Committee decisions, and their responsibilities shall be limited to the specific requests made of them by the Branch Committee.

D.3.3 Participants are appointed by a decision of the Branch Committee after seeking expressions of interest from the Branch Membership or engaging with Branch Members who have already made known to the Branch Committee their interest in volunteering to assist.

D.3.4 Those interested in assisting the Branch Committee are welcome to make known their interest at any time.

D.3.5 Subject to Rule B2, engagement in the work of a Branch Committee is open to all Branch Members.

D.3.6 Assistance from volunteers will be acknowledged in a summary of involvement of Participants reported to Branch Members and to the ACPSEM Board as part of annual reporting by the Branch Committee.

D.3.7 During [BRANCH COMMITTEE TO INSERT LAST FULL CALENDAR YEAR], the [BRANCH COMMITTEE TO INSERT BRANCH NAME] Branch Committee was assisted by approximately [BRANCH COMMITTEE TO INSERT NUMBER] Participants who volunteered to assist in the work of the Committee.

**D.4 ELECTION, TERM OF OFFICE & RE-ELECTION**

- D.4.1 Branch Committee Members shall be elected at the Annual Branch Meeting.
- D.4.2 Branch Members may self-nominate for election via an expression of interest.
- D.4.3 As an obligatory element of convening the Annual Branch Meeting, and consistent with the provisions of *ACPSEM By-laws* on elections, the Branch Committee shall call for expressions of interest for Branch Members to serve in Branch Committee positions.
- D.4.4 Only Associate Members, Ordinary Members, and Fellows of the College, who are presently Branch Members and in good financial standing, are eligible to be elected to the Branch Committee.
- D.4.5 Voting in elections, including by the use of proxies, shall be done by secret ballot, in a manner and means consistent with the provisions of *ACPSEM By-laws* on election of ACPSEM Directors.
- D.4.6 Consistent with the *ACPSEM Constitution*, Sections 35 and 37, a term of office for any Branch Committee Member shall be two years unless filling a casual vacancy.
- D.4.7 Consistent with Section 35 of the *ACPSEM Constitution*, the term of office for Branch office holders elected at a Branch Annual Meeting commences on 1 January following that election.
- D.4.8 If otherwise eligible, subject to being re-elected an office holder may serve two consecutive terms in the same office on the Branch Committee.
- D.4.9 No Branch Committee Member may serve more than eight consecutive years (total, regardless of the roles involved) on the Branch Committee.
- D.4.10 Following elapse of at least two years since last holding office on the Branch Committee, a Branch Member becomes freshly eligible for election and re-election to that Branch Committee.
- D.4.11 As part of managing the business of the Branch, the Branch Committee is collectively accountable to ensure due turnover of office holding, including by vacating one third or half of its positions each year (including where this arises from casual vacancies), and by avoiding, where possible, vacating all positions in one year.
- D.4.12 If an ACPSEM Member transfers between ACPSEM Branches, having previously held office on a Branch Committee (for any period), does not itself impede holding office in the Branch to which they transfer. That is, if otherwise eligible, they become freshly eligible to serve future terms of office on the Branch Committee for the Branch to which they have transferred.



D.5 CASUAL VACANCIES

D.5.1 Casual vacancies arise when a Branch office holder is, for whatever reason, no longer available or able to continue serving, or when a Branch Committee position is vacated by operation of the *ACPSEM Constitution* or another ACPSEM governance document including *ACPSEM Branch Rules* as adopted by the Branches.

D.5.2 A casual vacancy in the position of Branch Chair shall be filled by means of an election conducted at a Business Meeting of the Branch.

D.5.3 Any casual vacancy on the Branch Committee, other than that of the Branch Chair, may be filled by appointment at the behest of the Branch Committee, subject to the usual rules of decision-making by the Branch Committee.

D.5.4 When a casual vacancy is filled, by appointment or by election, the result must be reported to the Branch Members and the ACPSEM Board without delay.

D.5.5 Consistent with Section 37 of the *ACPSEM Constitution*, the term of office for those filling a casual vacancy shall be the remainder of the term of the previous office holder.

E Branch Committee Activities

E.1 MEETINGS

E.1.1 The Branch Committee shall meet at least four times per year, distinct from Branch Business Meetings.

E.1.2 The chair of the meeting shall be the Branch Chair. In the event that the Branch Chair is not available, the Branch Vice-Chair shall take the chair for that meeting.

E.1.3 Branch Committee Meetings shall be open to Branch Members unless decided otherwise on occasion by the Branch Chair and advised to the Members by the Branch Chair or the Branch Records Member.

E.1.4 Branch Members desirous of attending a Branch Committee Meeting should make their interest known to, and obtain meeting details from, the Branch Chair.

E.1.5 Each Branch Committee meeting shall have an agenda approved by the Branch Chair and circulated by the Branch Chair or the Branch Records Member.

E.1.6 To facilitate effective handling of Branch Committee business, **[RESERVED for additional items to be advised when determined by a future decision of the ACPSEM Board] and reflection of arrangements where multiple states and/or territories should be consistently and fairly consulted.**

E.2 NOTICE



E.2.1 A notice of meeting and the agenda shall be circulated at least three working days prior to the meeting.

E.2.2 Notice of Meeting shall be by email from the Branch Chair or Branch Records Member.

E.3 QUORUM

E.3.1 Regardless of how many General Members the Branch Committee includes, the quorum for a Branch Committee meeting shall be four Branch Committee Members.

E.3.2 The quorum must include the Branch Chair or the Branch Vice-Chair.

E.4 ATTENDANCE

E.4.1 Branch Committee members are expected to attend each Branch Committee meeting in person or by electronic means.

E.4.2 Apologies for non-attendance should be offered to the Branch Chair prior to the Meeting, and the Branch Chair will not unreasonably withhold acceptance of apologies.

E.4.3 Where the apology is received and accepted by the Branch Chair, the individual should be recorded in the meeting minutes as an apology. Where no apology is offered, or the apology is not accepted, the individual should be recorded as absent.

E.4.4 If a Branch Committee Member is absent (that is, without an apology being given and duly accepted) from three Branch Committee Meetings consecutively, or from 50% of the Branch Committee Meetings held in a calendar year, that position shall be declared vacant at the next election regardless of the duration of the term of office remaining. For an abundance of clarity, vacancies thus arising are to be considered part of the routine election process, not as a casual vacancy.

E.4.5 [RESERVED: for additional items including arrangements where multiple states and/or territories should be consistently and fairly consulted.

E.5 DUTIES OF BRANCH OFFICE HOLDERS

General

E.5.1 The Branch Committee is accountable to the ACPSEM Board for the conduct of the Branch and its activities including compliance with the ACPSEM Delegations Policy regarding the expenditure of ACPSEM Funds.

E.5.2 In particular, the Branch Committee has a vital role to support the ACPSEM Board in the fulfilment of its responsibilities for member engagement, by promoting direct contact with ACPSEM Members, and for propagating maintenance of Professional



Standards, particularly via opportunities for CPD that goes towards renewing ACPSEM Registration.

E.5.3 The basic accountability of Branch Committee Members is to act in the balance of interests of all Branch Members, and while having due regard to maintaining the good name of ACPSEM in the wider community.

E.5.4 To facilitate conduct of Branch activities, and solely to further the Objects of ACPSEM via that Branch, the Branch Committee is collectively accountable to accept and spend monies on behalf of the Branch Members, including monies granted to the Branch by the ACPSEM Board.

E.5.5 Monies collected by the Branch shall exclude ACPSEM Membership dues which are to be remitted direct to the College. Dues shall be remitted by each Member direct to the College, in keeping with [RESERVED - name of policy to be advised when determined by a future decision of the ACPSEM Board].

Branch Chair - duties

E.5.6 The Branch Chair is accountable for leading the Branch Committee and for coordinating its business in accordance with the *ACPSEM Constitution*, the *ACPSEM By-laws*, the *ACPSEM Branches Policy* and related governance documents. In particular, the Branch Chair is to:

- E.5.6.1 chair Branch Committee Meetings and Branch Business Meetings;
- E.5.6.2 schedule and determine the agenda for Branch Committee meetings;
- E.5.6.3 liaise with other Branch Chairs as may be required;
- E.5.6.4 manage and report on the potential and actual conflicts of interest that may arise in the conduct of Branch business, including those that may impact the capacity of Branch office holders to carry out their duties; and
- E.5.6.5 in keeping with directions from the Company Secretary, arrange for the appointment of a Returning Officer to conduct the ballot needed for any election in the Branch.

Branch Vice-Chair - duties

E.5.7 The Branch Vice-Chair is accountable for assisting the Branch Chair to carry out their duties. In particular, the Branch Vice-Chair is to:

- E.5.7.1 chair Branch Committee Meetings and Branch Business Meetings in the absence of the Branch Chair;



- E.5.7.2 in the case of the office of Branch Chair being vacated, act as the Branch Chair until such time as an election can be held at a Branch Business Meeting;
- E.5.7.3 address the turnover of Branch Committee Members to ensure due balance between refreshing Branch office holding and assisting the effectiveness of Committee work and activity by continuity in Committee membership; and
- E.5.7.4 coordinate a program of CPD opportunities which conform to the prevailing ACPSEM policy.

Branch Financial Member - duties

E.5.8 Noting Branches are not separate legal entities, the Branch Financial Member is accountable for administering the financial business and records of the Branch, including the financial aspects of all Branch Meetings and events. In particular the Branch Financial Member is accountable to:

- E.5.8.1 maintain Branch accounts in keeping with policy and governance stipulated by ACPSEM, including maintaining records to demonstrate that financial decisions are duly taken for each item of expenditure;
- E.5.8.2 ensure compliance with directions from ACPSEM in relation to the management of monies, payment of invoices, and so on, and, in particular, maintain records to demonstrate such compliance if requested;
- E.5.8.3 provide timely financial reports as required by such policy and governance documents, including preparation of an annual financial statement for the Branch which shall be circulated with the Notice of Meeting for the Branch Annual Meeting; and
- E.5.8.4 present the annual financial statement at the Branch Annual Meeting, and answer questions from Members as required.

Branch Records Member - duties

E.5.9 Noting Branches are not separate legal entities, the Branch Records Member is accountable for administering the non-financial business and records of the Branch, including an authoritative record of Branch Committee office holders from time to time. In particular, the Branch Records Member is accountable to:

- E.5.9.1 maintain non-financial records in keeping with policy and governance stipulated by ACPSEM, including but not limited to recording, storing,



and circulating, minutes of Branch Committee Meetings and Branch Meetings;

- E.5.9.2 liaise with the Company Secretary as required to be duly aware of the details of Branch Membership, and the membership of the Branch Committee including the length of service of any office holder so as to comply with Rule D4;
- E.5.9.3 have available an up to date list of financial Branch Members for every Branch meeting at which business will be transacted;
- E.5.9.4 as and when ACPSEM Membership falls due, ensure that all Branch Committee Members are duly financial in good time so as to be eligible to continue serving as an office holder (if they wish); and
- E.5.9.5 coordinate update of information on the Branch web page of the ACPSEM web site, which should include details of the present Branch Committee and how to contact them, and details of the program of forthcoming events.

General Members - duties

E.5.10 General Members of the Branch Committee are accountable to participate in its work in an inclusive, thoughtful, and respectful manner, so as to broaden the frame of reference for Branch Committee decisions and the variety of input available for its consideration.

E.5.11 General Members may take on particular tasks that the Branch Committee needs to complete, and in any case should be responsive to assisting Branch Committee Members as may be required by the workload arising from time to time.

E.5.12 The number of General Members appropriate to the circumstances of a Branch may be shaped by the diversity of the region covered by the Branch. However, this is distinguished from representing any particular part of the Branch Membership, as all Branch Committee Members are enjoined to consider the needs of the entire Branch Membership (see above Rule E5.3).



Report Template

[Branch Name] Branch Report to Branch Members and the ACPSEM Board: [report for year ending 31 December XXX OR update report as at date]

1. Purpose

Under the *ACPSEM Constitution*, ACPSEM is structured into Branches to facilitate furthering its Objects by means of local interaction of ACPSEM Members, the conduct of events on topics and by means that are tailored to regional needs/preferences, and interaction with the wider community in ways oriented to local concerns and government structures.

Branches of ACPSEM thus are internal administrative divisions for the convenience of Members, and not intended to be independent legal entities. Branches are required to contribute to due accountability and auditability of ACPSEM's work by reporting at least annually as to the goings on in the Branch.

In keeping with **[approved policy name]**, and *ACPSEM Branch Rules for [Branch Name] Branch Rule D [TBC]* (on Branch Committees), formulating annual or other reports is the responsibility of the Branch Committee. This is to be done in good time for consideration of an annual report by Members at the Annual Branch Meeting, and/or to duly inform the ACPSEM Board of relevant matters.

In that light, this report provides an update on the activities of the **[Branch Name]** Branch, in particular to show that:

- the Branch Committee has been arranged and operated in keeping with approved ACPSEM policy on Branches, and
- how the Branch Committee has worked towards the activities expected of Branches by the Members and Board of ACPSEM since the last report, dated **[date of last report]**, for the period ending **[31 December XXX for an annual report, or as applicable otherwise - for example if some development has necessitated a change to Branch rules, an extra report might be provided just on that]**.

2. Adoption of ACPSEM Branch Rules

As required by **[approved policy name]**, ACPSEM Branches must, annually at the Annual Branch Meeting and otherwise as found necessary by the Branch Committee, note and adopt an updates to *ACPSEM Branch Rules*.

[IF REQUIRED - examples below are indicative only, strike out if nothing needs adding] In providing this update on the *ACPSEM Branch Rules for [Branch Name] Branch*, the **[Branch Name]** Branch Committee wishes to note:

- **[issues with applying the rules];**
- **[issues raised by Members about the rules, or clarifications requested];**
- **[proposals made by Members for changes to Branch Rules];**
- **[policy concessions sought in the use of the rules by this Branch due to local considerations, result of that initiative and what followed].**

3. Currency of elections and appointments to the [Branch Name] Branch Committee

Office-holders on a Branch Committee are its members in keeping with *ACPSEM Branch Rules for [Branch Name] Branch Rules D*, and Rule D.2 in particular. **[TBC]**



To report on membership of the Branch Committee during the reporting period, **Annex A** summarises the **[Branch Name]** Branch Committee office-holders as they stand when making this report, including those who have commenced or finished during the period since the last report.

Consistent with *ACPSEM Branch Rules for [Branch Name]* Branch Rule D.3, this also notes the assistance provided to the Branch Committee by Participants in its work.

[IF REQUIRED, examples are indicative only, strike out if nothing needs adding] The Members of the **[Branch Name]** Branch and ACPSEM Board should particularly note developments as follows:

- casual vacancies **[that have arisen if there was any difficulty or delay in filling them];**
- terms expiring **[in the coming year and plans to call for nominations];**
- other issues **[anything that impacts upon the ability of the Branch Committee to hold a valid meeting - eg a prolonged absence that will prevent the required quorum - and how the Branch Committee has, or would wish to, manage that].**

4. Branch Committee Meetings

To meet the requirements of *ACPSEM Branch Rules for [Branch Name]* Branch Rules E.1.1 and E.4.1 **[TBC]**, **Annex B** summarises the Branch Committee Meetings held during the period under report, including attendance by Branch Committee members (office-holders).

5. Conflicts of Interest

Annex C summarises the conflicts of interest (perceived or actual) advised by the Chair or members of the **[Branch Name]** Branch Committee during the period under report.

6. Member engagement

As a fundamental part of addressing the purpose of Branches in ACPSEM, the **[Branch Name]** Branch Committee has provided various opportunities for member engagement during the period under report, spanning meetings, events, opportunities for continuing professional development (CPD) as an element of maintaining ACPSEM Registration, and openings for participation in the governance of the Branch.

A summary of meetings, CPD openings, and so on is provided in **Annex E**. In addition, the Members and the ACPSEM Board may wish to note that:

- **[details of calls for nominations to the Branch Committee];**
- **[details of calls for Participants in the Branch Committee];**
- **[other openings not covered by Annex E].**

7. Summary

In the period of this report, **[OVERVIEW COMMENT about main activities on this, significant issues or constraints on moving the work forward, unexpected arisings - in particular, it might mention any issues arising in relation to CPD openings].**

[Perhaps add one or two key points about item/s on which this Branch has focussed, or in which Branch Members have a particular interest, including to raise a specific issue for information of the ACPSEM Board, or provide an aide-mémoire relating to a specific proposal which has been sent forward for decision by the ACPSEM Board].

In addition, for the period covered by this report Members and the ACPSEM Board may wish to note the following points:



- All meetings of the Branch membership have been convened after the period of notice required under *ACPSEM Branch Rules for [Branch Name] Branch* Rule C.2 **[TBC]**, with the exception that [an explanation of what happened in exception cases or strike out second part of the sentence if not required].
- [Any issues in complying with ACPSEM governance requirements].
- [Reminder of particularly successful Branch initiatives - like remote access via online means and the like, holding joint meetings to give Members in other ACPSEM Branches access to a local expert or whatever].
- [Challenges that the Branch Committee had to overcome??].
- [Mention any other report that was necessitated since the last annual report - including those that may have been called for by the ACPSEM Board under the Branches policy].
- [Other topics requested by ACPSEM Board eg propagation of Registration and support of that through the CPD events held by Branches].

This report was adopted by the Branch Committee of **[Branch Name]** Branch by its decision [in a meeting/by email] on [DATE - this is the date that goes in the footer].

Branch Chair, [Branch Name] Branch



Annex A - Summary of [Branch Name] Branch Committee Office-Holders

| Branch Committee office | Filled by | Office-holder | Commenced in this office | Current term expires | Eligible for further term? |
|-------------------------|--|---------------|--------------------------|----------------------|----------------------------|
| Branch Chair | Election | [Name] | [date] | [date] | [yes/no] |
| Branch Vice-Chair | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |
| Branch Finance Member | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |
| Branch Records Member | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |
| General Member | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |
| General Member** | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |
| General Member** | [Election or appointment to casual vacancy]* | [Name] | [date] | [date] | [yes/no] |

Participants who have assisted the during the [Branch Name] Branch during the period since the last report

[Name, affiliation, work/tasking from the Branch Committee, whether work complete or ongoing, listed separately and as required, because they are not empowered in the decision-making of the group but their involvement should be a matter of record.]



*Amend as appropriate to reflect policy compliance with handling of casual vacancies.

** Amend to reflect Branch decisions on how many General Members are appropriate, as reflected in the details of *ACPSEM Branch Rules for [Branch Name]* adopted by the Branch.

The point is to record who is holding what office over what period, which does two key things:

- continues a thread of auditability and accountability for the arrangements for the composition of groups required to further ACPSEM's work on professional standards, and
- highlights for planning purposes the turnover in office-holding that is necessitated to meet the ongoing arrangements endorsed by the ACPSEM Constitution, or by the ACPSEM Board pursuant to its responsibilities under that Constitution.

See *ACPSEM Branch Rules for [Branch Name]* Rule D.4 [TBC] - the template should show all available positions according to the relevant policy, to demonstrate the state of compliance, annotated VACANT if there is not someone in that office for some period. Thus, if the office was vacant for part of the reporting period, add a line to show this separately from the period when there was an incumbent.

To assist Branch Committees, a sample report is given overleaf - decide whether to include this in final version.



**[SAMPLE ONLY] Summary of [Branch Name] Branch Office-Holders
for the reporting period 1 January 2020 to 31 December 2020**

| Branch Committee office | Filled by | Office-holder | Commenced in this office | Term expires | Eligible for further term? |
|-------------------------|-------------------------------|---------------|--------------------------|----------------------|--|
| Branch Chair | Election | Smith | 1 January 2020 | 31 December 2021 | yes |
| Branch Vice-Chair | Election | Evans | 1 January 2019 | Resigned 10 May 2020 | Not applicable |
| Branch Vice-Chair | Vacant | | 11 May 2020 | 17 June 2020 | |
| Branch Vice-Chair | Appointed to a casual vacancy | Jones | 18 June 2020 | 31 December 2020 | yes |
| Branch Finance Member | Election | Black | 1 January 2020 | 31 December 2021 | yes |
| Branch Records Member | Election | White | 1 January 2019 | 31 December 2020 | Indicated not available for further term |
| General Member | Election | Red | 1 January 2019 | 31 December 2020 | Yes |
| General Member | Election | Grey | 1 January 2020 | 31 December 2021 | No, 6 years prior on Branch Committee |
| General Member | N/A | N/A | N/A | N/A | N/A |

Participants - nil have assisted the during the [Branch Name] Branch during this reporting period

Notes: On advice from the [Branch Name] Branch Committee, this report reflects that, in accordance with ACPSEM Branch Rules for [Branch Name] Rule D.2 [TBC], this Branch has determined that the Branch Committee will include 2 General Members.



Annex B - Summary of Branch Committee Meetings

[Again, table giving details as required by policy, to evidence compliance - especially about quorum]

[Might need to be landscape for readability]

| Date of meeting | Format | Present ¹ | Apologies ² | Absent ³ | Minutes approved |
|-----------------|-----------------------------------|---|------------------------|---------------------|---|
| [date] | Online, telecon, face-to-face etc | [total number - then list names] ⁴ | [Names or nil] | [Names or nil] | [date of decision, eg at following meeting] |

Notes:

1. In accordance with *ACPSEM Branch Rules for [Branch Name]* Rule E.3.1 [TBC], the quorum for a meeting of the [Branch Name] Branch Committee is four, which must include either the Branch Chair or Branch Vice-Chair per Rule E.3.2 [TBC].
2. Apologies are offered to the Branch Chair prior to the meeting - see with *ACPSEM Branch Rules for [Branch Name]* Rule E.4.2 [TBC].
3. In keeping with *ACPSEM Branch Rules for [Branch Name]* Rule E.4.4 [TBC], any Branch Committee member who does not offer their apologies prior to the meeting should be listed as absent.
4. When the Chair is not present, note who chaired the meeting.



Annex C - Conflicts of Interest for Branch Committee Members

As a matter of work practice, nomination of potential or actual conflicts of interest is an agenda item at every Branch Committee meeting, where all Branch Committee office holders have the opportunity to raise relevant circumstances and this is then recorded in the meeting minutes.

[ADD IF CORRECT:] The members of the Branch Committee have also been made aware of [relevant ACPSEM policy] on [DATE] when [eg policy was updated].

The conflicts of interest thus advised during the reporting period are summarised below.

[Again, table giving details as required by policy, to evidence compliance.]

**Annex D - Summary of Branch Meetings for [Branch Name] Branch**

| Date of meeting | Format | Attended by | Minutes approved at this Meeting | Comments ³ |
|-----------------|--|--|----------------------------------|--|
| | Annual Meeting ¹ | [Number of] Members out of [total number of] Members then in this Branch | [dates of previous meetings] | Eg: mention new proposals from Members or if there was a significant issue raised in relation to adopting/ updating the ACPSEM Branch Rules for this Branch |
| | Business Meeting ¹ | [Number of] Members out of [total number of] Members then in this Branch | [dates of previous meetings] | Eg: mention the nature of the meeting - such as an annual session on education or science or similar; if it is a new initiative requested by some part of the membership |
| | CPD Event ² | [Total attendance] attendees | Not applicable | Eg: mention - if online option available; if held jointly with, or in cooperation with, another ACPSEM Branch or another professional association |
| | Other Non-Business Meeting or Event ² | [Total attendance] attendees | Not applicable | Eg: mention - if online option available; if held jointly with, or in cooperation with, another ACPSEM Branch or another professional association |

Notes: Each gathering of the Branch should have an entry in this table - add rows to accommodate the full list of activities since the last report.

1. Per *ACPSEM Branch Rules for [Branch Name] Branch* Rule C.3.8 [TBC], the quorum for a meeting of the [Branch Name] Branch is [insert number], being the lesser of 33% of the Branch Membership or 20 Branch Members [TBC].
2. No decisions of the Branch were taken on these occasions.
3. Lead the comment with the name of the session as promoted to Members.



Ballot Template

Election of Branch office holders must be by secret ballot. Branches are expected to use online polling to conduct elections for Branch Committee Member positions.

The Branch Committee may also choose to use a printed ballot paper. The substance of the ballot should be identical whichever method is used. Where paper ballots are used, a deposit container that preserves the anonymity of the secret ballot is required at the Meeting. Online polling facilities will usually afford the capacity to establish a form of this kind, and many allow export of a PDF version that can then be printed and used as the paper ballot if needed.

[Branch Name] Election of Branch Committee Members
at the [Branch Annual Meeting OR Branch Business Meeting]
to be held on [Date]

Terms of office for those elected will commence on [DATE, USUALLY 1 JANUARY THE FOLLOWING YEAR UNLESS IT IS A CASUAL VACANCY NECESSITATING AN OUT OF SEASON ELECTION], and run for [TWO YEARS UNLESS IT IS A CASUAL VACANCY EG THE BRANCH CHAIR].

Under the *ACPSEM Constitution*, the ACPSEM Board has approved *ACPSEM By-laws* relating to the election of office holders in ACPSEM, and this election is held in conformity with those requirements.

Candidates are listed randomly. [BRANCH COMMITTEE PLEASE NOTE: IF THIS IS NOT POSSIBLE, PLEASE CONTACT THE COMPANY SECRETARY FOR INSTRUCTIONS.]

Online voting will be open from [DATE] to [DATE]. [Insert instructions for using online polling if applicable. BRANCH COMMITTEE PLEASE NOTE: DO NOT USE A COMMENTS FIELD OR OTHERWISE ALLOW ANY SUBMISSION OTHER THAN A FORCED CHOICE BETWEEN CANDIDATES].

[OPTIONALLY:] To complete a paper ballot at the Meeting, mark with a cross your preferred candidate for each office. **Do not sign your name or add any other mark to your ballot. When completed fold over twice, and place in the receptacle provided at the meeting.**

[BRANCH COMMITTEE PLEASE NOTE: LIST OF CANDIDATES SET OUT BY OFFICE - EG CANDIDATES FOR BRANCH CHAIR FIRST, IN RANDOM ORDER, FOLLOWED BY CANDIDATES FOR VICE-CHAIR IN RANDOM ORDER, AND SO ON.]