



CAMBRIDGE BRANCH RULES

March 2017

The Cambridge Branch of the Royal Aeronautical Society was formed by Resolution of the Council of the Society dated 31st January 1957.

1 Branch Rules

1.1 These Cambridge Branch Rules comply with the Society's Branches Regulations dated January 2015. They were approved by the Cambridge Branch Committee on 6th March 2017 and by the Branches Committee on 3rd April 2017.

1.2 The Society's Charter, By-Laws and Regulations shall take precedence over these Branch Rules.

1.3 The Branch shall be indemnified by the Society as set out in By-Law 22.4 which is at paragraph 5 of the Branch Regulations.

1.4 These Rules contain mandatory requirements which use the word "shall" as well as advisory information which uses the words "may" and "will".

1.5 Any approach by the media for Branch comment on aerospace topics and issues shall be referred to Society Headquarters. If approached by the media members shall make it clear that anything they say is as an individual and shall specifically require the media not to quote their affiliation to Branch of the Society.

1.6 Further guidance may be sought from the Branches Regulations and Branches Handbook which can be found at www.aerosociety.com About Us>Governance>Royal Charter>RAeS Regulations Annex E.

2 Branch Objectives

2.1 The main objectives of the Branch shall be to represent the Society locally and promote the Society's Charter and objectives through activities in the area local to the Branch.

3 Branch Committee

3.1 The Branch shall be managed by a Branch Committee elected by the Branch Membership at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Branch Committee members shall stand for election or re-election at each AGM. There is no maximum term for which they can serve. The Committee may co-opt Branch Members to fulfil specific committee functions.

3.2 The Branch Committee shall consist of a minimum of six persons. The Officers of the Branch shall include a Chairman, a Secretary and a Treasurer. At least one of these shall be a voting member of the Society. Further members of the Branch Committee may have specific responsibilities including the lecture programme, membership, visits, young persons and publicity. Any Branch Member may serve on the Branch Committee.

3.3 The **Branch Chairman** shall chair all Branch Committee meetings at which he or she is present and may have a casting vote. He or she will usually preside at Branch lectures.

3.4 The **Branch Secretary** is the executive officer of the Branch Committee. He or she will be the focal point for all internal and external Branch correspondence. He or she will arrange

and record the proceedings of all Branch Committee meetings as well as Branch AGMs and EGMs.

3.5 The **Branch Treasurer** will manage the Branch finances including its bank accounts, receiving monies and paying invoices and reporting the Branch financial position to the Branch Committee. He or she will prepare a budget for the forthcoming year and a year-end summary of the Branch financial position for consolidation into the Society's accounts, request financial support from the Society and prepare the annual accounts for the Branch AGM. The Branch Treasurer may be assisted by an appropriately experienced Accounts Reviewer.

3.6 The Branch Committee may invite a person of significant standing in the local aeronautical community to be **President** of the Branch for an indefinite period. The Branch President is the most senior officer of the Branch who will preside at Branch events unless he or she delegates that role to another officer of the Branch. Vice-Presidents may be invited using similar criteria.

4 Branch Membership

4.1 Branch members will be defined as individuals who have requested Branch membership and receive information about Branch activities. These comprise:

4.1.1 Society members of all grades who pay no subscription to the Branch who have asked to be affiliated to the Branch.

4.1.2 Members of the general public who pay an annual subscription to the Branch.

Branch membership will be the total of these two categories. Members of both categories will be entitled to vote at Branch AGMs and EGMs. Society Branch Members will be asked to renew their affiliation with the Branch from time to time as decided by the Branch Committee.

4.2 Subscription rates will be set by the Branch Committee and approved at the Branch AGM.

4.3 The Branch welcomes all visitors to branch activities. Visitors will be invited to make a donation when they attend; they will not be entitled to vote at Branch AGMs and EGMs.

5 Branch Annual and Extraordinary General Meetings

5.1 To provide Branch members with the opportunity to propose candidates for election to the committee and to submit proposals to the committee, notice of the Branch AGM or EGM shall be given to Branch members at least three weeks* prior to the meeting, either in writing (by email or post) or verbally at a previous Branch meeting. The date of the AGM will usually be included in the membership card.

5.2 The minimum requirements for an AGM agenda will be:

- Apologies for absence
- Minutes of the previous AGM
- Matters arising from those minutes
- Chairman's report
- Secretary's report

Treasurer's report (including Accounts Reviewer's report)
Appointment of Accounts Reviewer
Election of Branch committee members
Proposals for next year's programme
Any Other Business
Date of next AGM

6 Branch Finances and Reporting to the Society

6.1 The Branch shall not commit the Society to expenditure of over £5,000 on any single event without prior authorisation from the Society.

6.2 The financial reserves held by the Branch should represent between one and two years' expenditure.

6.3 As required by the Board of Trustees the Branch shall submit the annual budget request to the Society's Head of Regional Affairs no later than 31st July. These submissions are to be accompanied by:

A copy of the Branch accounts for the previous year
A copy of the minutes of the previous Branch AGM
Branch membership statistics and details of Branch activities including lectures and visits