



**IQA CONSTITUTION
BRANCHES – Clause 13 to 15**

The Membership and Establishment of Branches

13.

- a) Corporate and non-corporate members shall be associated into branches of the Institute. Each branch shall comprise the corporate and non-corporate members ordinarily resident within the district in respect of which that branch is established.
- b) The branches of the Institute shall be the branches established on the specified day and such other branches as the Board of Directors may from time to time establish under the provisions of the IQA constitution. Particulars of the branches and the districts in respect of which they have been established are set forth in Appendix A to the constitution.
- c) **The power to establish a new branch shall be vested in the Board of Directors** and shall not be exercised unless the Board of Directors is of opinion that there are a substantial number of corporate and non-corporate members ordinarily resident within a district (whether or not that district or part thereof forms part of a district in respect of which an existing branch is established) whose needs, interests or convenience are not adequately met by the activities of existing branches.
- d) In the exercise of its power to establish a new branch or otherwise the Board of Directors may from time to time **redefine the district** in respect of which an existing branch is established.
- e) Where the Board of Directors is of opinion:
 - i) that the number of corporate and non-corporate members comprised in a branch no longer justifies the existence of that branch, or
 - ii) that the needs, interests or convenience of the corporate and non-corporate members comprised in a branch would be met more adequately by the activities of other existing branches or by the establishment of new branches, or
 - iii) that it is the wish of the corporate and non-corporate members of a branch, it may **dissolve that branch** and may allocate the district in respect of which it was established to other branches.

The Officers and Committee

14.

- a) Subject to the directions of the Board of Directors, the affairs of each branch shall be managed by the branch committee which shall comprise **three or four officers** and such number of ordinary committee members as the branch in general meeting may from time to time determine.
- b) The officers of the branch shall be:
 - i) the branch Chairperson,
 - ii) the branch Deputy Chairperson,
 - iii) the branch Secretary, and
 - iv) the branch Treasurer, if elected.
- c) **The officers of the branch shall be elected at each Annual Meeting of the branch.** They shall hold office from the conclusion of that Annual Meeting until the conclusion of the next Annual Meeting of that branch, and shall then be eligible for re-election.
- d) The ordinary committee members of the branch shall be elected by the branch in general meeting. **One third in number of those members shall retire in rotation at each Annual Meeting, and shall then be eligible for re-election.**



- e) **Any casual vacancy on the branch committee** may be filled by an appointment by the branch committee. Such an appointee shall retire at the Annual Meeting next following his appointment and shall then be eligible for re-election.
- f) **No person other than a corporate or non-corporate member** comprised in the branch shall be elected or appointed to the branch committee.
- g) The Advisory Council Branch representative shall hold office from the conclusion of the Annual General Meeting of the Institute in that year until the conclusion of the Annual General Meeting of the Institute in the next year. He or she shall be eligible for re-election.

Any casual vacancy in the office of Advisory Council Branch representative shall be filled by an appointment by the Branch Committee. Such an appointee shall hold office until the Annual General Meeting of the Institute next following his/her appointment.

The Branch Secretary shall after each Annual Meeting communicate to the Secretary the name and address of the Advisory Council Branch representative elected thereat, and shall advise the Secretary forthwith of any change in the identity of the Advisory Council Branch representative.

Branch Meetings

15.

- a) **There shall be an Annual Meeting of the branch in each year.** The Annual Meeting shall be a general meeting of the branch and shall be held within the first three months of each financial year or as soon as may be practicable.
- b) **Not less than 14 days before the Annual Meeting** the branch secretary shall send written notice thereof to each corporate and non-corporate member comprised in the branch. The notice shall specify the date, time and place of the meeting, and any business other than the election of officers, ordinary committee members and the branch Representative as described in sub-clause 14.(g) that it is proposed to transact thereat.
- c) Each corporate and non-corporate member comprised in the branch shall be entitled to attend and vote at the Annual Meeting.
- d) The branch committee may arrange such meetings of the branch, other than the Annual Meeting, as it shall think fit.
- e) Any corporate or non-corporate member, whether or not he is comprised in the branch, may attend the meetings of the branch, other than the Annual Meeting, and may, with the consent of the Chairman of the meeting, take part in the proceedings thereat.
- f) Subject to the provisions contained in the constitution the Branch in general meeting may make such regulations for the conduct of its affairs as it thinks fit subject to the approval of the Board of Directors.