



# **Rules for Branches, Special Interest Groups and Special Committees.**

## **THE AUSTRALIAN AND NEW ZEALAND SOCIETY OF NUCLEAR MEDICINE LIMITED**

**Australian Company Number (ACN) 133 630 029**

**Australian Business Number (ABN) 35 133 630 029**

**Approved by the directors of the ANZSNM on 18 Mar 2025**

## Introduction:

### 1. Branches, Special interest Groups and Special Committees

The by-laws of the Australian and New Zealand Society of Nuclear Medicine LTD (the **Society**) contains rules for the operation, creation, amalgamation or dissolution of

- (a) Special Interest Groups:
- (b) Branches representing: New Zealand, one or more states and/or territories of Australia, and rural/regional members.
- (c) Other special Committees

This document contains rules for their operation.

### 2. Definitions:

- 2.1 AGM means Annual General Meeting
- 2.2 SIG means Special Interest Group
- 2.3 Federal Council means the board of directors of the ANZSNM

## Special Committees

### 3. Role and membership of Special Committees:

- 3.1 Special committees are created by the Federal Council to perform specific duties on behalf of the ANZSNM. Each special committee will have terms of reference describing the function, membership and operation of the committee. These terms will be reviewed every five years and approved by the Federal Council.
- 3.2 Chairs of special committees will be appointed by the Federal Council.
- 3.3 Members of the ANZSNM will be appointed to membership of special committees via expressions of interest or as otherwise decided by the Federal Council.
- 3.4 Special committees may invite non-members to attend meetings to assist in the operations of the special committee as required.
- 3.5 Each special committee will submit, at least annually, reports to the federal council detailing their activities since the previous report.

### 4. Meetings of Special Committees

- 4.1 Each Special committee will schedule and hold at least one meeting per year.
- 4.2 Minutes of each meeting will be taken, including a record of those in attendance, and once the minutes have been approved by the chair of the meeting, a copy will be sent to the members of the Special committee, as well as a copy to the ANZSNM secretariat for the information of the Federal Council.
- 4.3 At least one week before the scheduled date of the meeting, an agenda will be sent to members of the Special committee, detailing the business to be discussed.
- 4.4 The business of each meeting will include:

- (a) Confirmation of the minutes of the previous meeting,
  - (b) Any business carried over from the previous meeting,
  - (c) Any other business relevant to the Branch, Special Interest group or Special committee.
- 4.5 The quorum for a meeting will be five (5) percent of the members of the committee or 3 members, whichever is greater.

## **5. Subcommittees**

- 5.1 A Special committee may form subcommittees as required to fulfil the aims of the Special committee.

## **Branches and Special Interest Groups**

### **6. Membership of Branches and SIGs:**

- 6.1 Any member of the ANZSNM will be a member of one Branch based on the location of their work/residence, excepting that members may nominate to be a member of the RAR branch and one other branch.
- 6.2 Any member of the ANZSNM may nominate to be a member of any SIG that is relevant to their interests.

### **7. Executive committee of Branches and SIGs**

- 7.1 An executive committee consisting of a chair and at least two and no more than ten other members will be elected from the members of the branch/SIG at the AGM each year.
- (a) The role of the executive committee is to manage the day-to-day functions of the Branch or SIG and to liaise with the federal council.
- 7.2 Any member of the branch/SIG may be nominated by any other two members to stand for election to the executive committee.
- 7.3 The executive committee members (including the chair) will be appointed for a term of two (2) years.
- 7.4 All executive committee members are eligible for immediate re-election at the end of their term, provided that they may not serve more than four consecutive two-year terms.
- 7.5 The position of any member of the executive committee will automatically become vacant if such member:
- (a) ceases to be a financial member of the Society, or
  - (b) is absent without leave from two (2) consecutive meetings of the executive committee or the Branch/SIG.
- 7.6 If for any reason a casual vacancy occurs, the executive committee may elect a member to fill the position until the next Annual General Meeting.

### **8. Meetings of Branches and SIGs:**

- 8.1 Each Branch and SIG must schedule and hold at least one meeting per year.
- 8.2 At least one week before the scheduled date of the meeting, an agenda will be sent to members of the Branch, SIG, detailing the business to be discussed.
- 8.3 The business of each meeting will include:
- (a) Confirmation of the minutes of the previous meeting,
  - (b) Any business carried over from the previous meeting,
  - (c) Any other business relevant to the Branch or SIG.

BY-LAWS OF THE AUSTRALIAN AND NEW ZEALAND SOCIETY OF NUCLEAR MEDICINE  
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- 8.4 The quorum for a meeting (including an AGM) will be five (5) percent of the members of the Branch/SIG or 6 members, whichever is greater.
- 8.5 A simple majority of those present at any meeting (including an AGM) in person or electronically, or voting by proxy will be sufficient for the passing of a resolution submitted to the meeting.
- 8.6 Minutes of each meeting (including an AGM) will be taken, including a record of those in attendance, and once the minutes have been approved by the chair of the meeting, a copy will be sent to the members of the Branch or SIG, as well as to the ANZSNM secretariat for the information of the Federal Council.

**9. Annual General meetings of Branches and SIGs:**

- 9.1 Each Branch and SIG must hold an Annual General Meeting no later than 30 days prior to the AGM of the ANZSNM.
- 9.2 Notice of the annual general meeting must be given to Branch/SIGmembers at least 21 days before the meeting.
- 9.3 At least fourteen days before the scheduled date of the AGM, an agenda will be sent to each member of the Branch or SIG, detailing the business to be discussed.
- 9.4 The business of the AGM will include:
- (a) Confirmation of the minutes of the previous AGM,
  - (b) Any business carried over from the previous AGM,
  - (c) A report on the activities of the Branch or SIG over the previous year,
  - (d) A plan of the proposed events/meetings of the Branch or SIG for the upcoming year.
  - (e) A budget estimate for the upcoming year, to be submitted for approval by the federal council,
  - (f) The election of any vacant executive committee positions,
  - (g) Any other business relevant to the Branch, Special Interest group or Special committee.

**10. Subcommittees**

- 10.1 A Branch or SIG may form subcommittees as required to fulfil the aims of the Branch or SIG.