DEFINITIONS

In these rules, the following definitions shall apply unless explicitly indicated otherwise.

The Branch :	The Toulouse Branch of the Royal Aeronautical Society.
The Society :	The Royal Aeronautical Society with which is incorporated the Institution of Aeronautical Engineers, the Helicopter Association of Great Britain and the Society of Licensed Aircraft Engineers and Technologists.
The Council :	The body of Members duly elected primarily responsible for managing the professional, technical and learned society affairs of the Society and to provide direction and leadership.
The Board of Trustees :	The body responsible for the advancement of the Society's Objects, for its administration, and for the management of its finances and property.
The Committee :	The governing body of the Branch, duly elected from amongst the Branch Members.
The Auditor(s) :	The auditor(s) appointed at the Annual General Meeting of the Branch to undertake the annual audit of the Branch accounts and to report thereon to Branch Members.
The Association :	The legal status of the Branch under French law (Act of 1st July 1901).
Society Member :	A Member of the Society affiliated to the Branch as a Branch Member, including non-Voting members of the Society - Affiliates, Associates and Associate Members.
Branch Member:	Supporter of the Branch other than a Society Member who has paid the annual Branch subscription.
Visitor :	A person who attends branch lectures but is not a Branch Member.
GDPR	European Union General Data Protection Regulations.
In writing :	Method of communication providing a record by an appropriate method in use at the time.

1. ASSOCIATION

The Branch exists under French law as an 'Association régie par la loi du 1er juillet 1901'. These rules are subordinate to the requirements of French law governing such Associations.

2. OBJECTIVES

The objectives of the Branch shall be the formation of a nucleus of informed opinion on all matters pertaining to the profession of aeronautics and astronautics together with the furtherance of the objectives of the Society and inter-alia :

2.1 to promote and encourage the acquisition of knowledge in these matters and to establish friendly intercourse among members ;

2.2 to follow the Society's Charter objectives ;

2.3 to arrange meetings at which papers may be read and discussed ;

2.4 to arrange visits to places of general and aeronautical and astronautical interest ;

2.5 to promote the interest of the local community in matters aeronautical and astronautical ;

2.6 to promote Membership of the Society and of the Branch.

3. MEMBERSHIP

3.1 Branch membership shall be open to all Members of the Society.

3.2 All Society Members who reside in France South of a line approximately defined by the river Loire are automatically Branch Members of the Toulouse Branch unless they declare their affiliation to another branch of the Society.

3.3 Any person interested in the furtherance of the objectives of the Branch as described above may support the Branch by becoming Branch Member.

3.3 A Branch Member is not attributed any technical status.

4. GOVERNMENT OF THE BRANCH

4.1 The Government of the Branch shall conform wherever possible with Society's Branches Regulations and the Branches Handbook as published on the Society website.

4.2 The Branch shall be governed by a Committee elected from amongst the Branch Members. Any two Branch Members may nominate another Branch Member to serve on the Committee. The name of each candidate nominated must be sent to the Secretary in writing at least fourteen days before the Annual General Meeting.

4.3 Names of candidates nominated to serve on the Committee must be sent by the Secretary to the Branch Members at least seven days before the Annual General Meeting.

4.4 Each Branch Member present at the Annual General Meeting may vote for any number of candidates not exceeding the number of vacancies.

4.5 Branch Members who are unable to attend an AGM or EGM may submit their vote by proxy in writing,

4.6 If two or more candidates obtain an equal number of votes, the Committee must select from them by lot the candidate or candidates to be members of the Committee.

4.7 The Committee shall consist of Chairman, Secretary, Treasurer, Membership Secretary, Data Protection Liaison and at least six other Branch Members.

4.8 The Committee shall meet as often as the business of the Branch requires.

4.9 All Committee members shall be elected or re-elected annually. There is no maximum term for which they can serve. The Committee may co-opt Branch Members to service on the Committee as necessary.

4.10 The quorum for the Committee shall be four, which must include Chairman and/or Secretary.

4.11 Resolutions recommended at a Committee meeting which is not quorate may be confirmed by an electronic vote sent to all members of the Committee. For the vote to be valid the total number of Committee and electronic votes must make a quorum. Results of the vote must be published giving the total number of votes, the numbers in favour of the resolution, those against and abstentions.

4.12 The Committee may elect a Vice-Chairman from among its members.

4.13 The Committee may nominate a President as the titular head of the Branch.

4.14 The Committee may nominate one or more Patrons in recognition of services rendered to the Branch.

5. OFFICERS

5.1 The Officers of the Branch shall be the Chairman, Secretary, Membership Secretary, Treasurer and Data Protection Liaison who shall be elected or re-elected annually. The Chairman and/or Secretary shall be Society Members.

5.2 Two Auditors shall be elected to serve for one year.

5.3 The Branch Chairman or the Secretary when the Chairman is absent shall take the Chair at all meetings of the Committee. At all such meetings they shall have a second or casting vote.

5.4 The Secretary shall conduct the correspondence of the Branch, prepare agenda and minutes for the Committee. They will normally be the primary point of contact between the Branch and the Society.

5.5 The Membership Secretary shall confirm the lists of Branch Members stored according to the GDPR specified by the Society are up-to-date, and that subscriptions have been paid by non-Society Branch Members.

5.6 The Treasurer shall manage the financial activities of the Branch and shall submit accounts for the approval of the Committee. They shall prepare the annual statement of accounts for verification by the Auditors before approval at the Annual General Meeting, and shall ensure the preparation and timely submission of the annual Branch Data and Financial Claim and annual Branch Summary of Financial Activities to the Society.

5.7 The Data Protection Liaison shall be the point of contact with the Society regarding Branch data and act as required by the Society for the Branch to conform with GDPR.

6. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

6.1 The Annual General Meeting (AGM) shall be held in each year before the end of the lecture cycle normally in May.

6.2 The business of the AGM shall be, inter-alia, to receive and deliberate upon the report of the Committee on the past year's work; to receive and deliberate upon the audited financial statement for the preceding financial year; to elect the Branch Officers and Committee Members.

6.3 Notice of this meeting should be given to all Branch Members at least 14 days before the date of the meeting together with details of the business of the meeting.

6.4 To guarantee inclusion of Any Other Business at the Annual General Meeting, a Branch Member should send details of the matter in writing to the Secretary at least seven days before the date of the meeting. Alternatively, matters may be raised at the meeting at the discretion of the Chairman.

6.5 A report of the meeting and the annual financial statement shall be sent to the Society with the Branch Data and Financial Claim form by the 31st July.

6.6 An Extraordinary General Meeting (EGM) may be convened by any ten Branch Members upon submission of a written request to the Secretary stating the purpose of the meeting.

6.7 21 days' notice of Extraordinary General Meetings shall be given in writing or by email to all Branch Members. This notice shall state the business to be considered.

6.8 The rules of the Branch may be altered only at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose, provided that the alterations are approved by at least two-thirds of the Branch Members present. Proposed alterations to the rules must be submitted to the Secretary in writing to permit details to be published in the notice calling the meeting.

6.9 The quorum for an Annual or Extraordinary General Meeting shall be ten Branch Members. Proxy votes do not form part of a quorum.

7. BRANCH FINANCES & REPORTING TO THE SOCIETY

7.1 The finances of the Branch shall be managed entirely by the Branch.

7.2 Branch Members who are not Society Members shall pay an annual subscription due on 1st September each year. Any change in the amount must be agreed at the Annual General Meeting.

7.3 Society Members pay no subscription to the Branch. Their contribution shall be covered by a subvention from the Society requested in the annual Branch Data and Financial Claim form.

7.4 New Branch Members shall pay their first subscription upon joining, regardless of the time of year.

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

7.6 As required by the Board of Trustees the Branch shall submit the following annual reports and associated documents:

7.6.1 In January:
Form - Branch Summary of Financial Activities
Copy of bank statement(s).

7.6.2 By 31st July
Form - Branch Data and Financial Claim
Report of AGM
Annual Financial Statement

8. CONTACT WITH MEDIA

8.1 Any approach by the media for Branch comment on aerospace matters shall be referred to the Society Headquarters. If in contact with the media, unless approved by the Society, Branch Members must make it clear that they are communicating as a private individual and not on behalf of the Branch.

9. CLOSURE OF THE BRANCH

9.1 As per the information in the Branches Handbook and the requirements of the French law as an 'Association régie par la loi du 1er juillet 1901'.