

**ROYAL SOCIETY FORMER STAFF ASSOCIATION**  
**Unconfirmed Minutes of the Annual General Meeting**  
**held on Zoom at 2:00 pm on 17 May 2021**

<i>Present:</i>	Peter Cooper ( <i>Chairman</i> )	
David Boak	Mary Manning	Keith Root
Diana Chapman	Len Mole	Beata Seymour
Peter Collins ( <i>Editor, BTT</i> )	Susan Moss ( <i>Welfare Secretary</i> )	Jenny Shanahan
Stephen Cox	Laura Murphy	Jane Silverleaf ( <i>Events Secretary</i> )
Brenda de Vere-Lewis	Mary Nixon ( <i>Hon. Treasurer</i> )	Ling Thompson
Bruce Goatly	Nigel Parfitt	Nick von Behr ( <i>Professional Activities Lead</i> )
Christine Johnson	Wilma Pereira	
Linda Mackenzie	Chris Purdon	Peter Warren

**Apologies for absence**

Peter Cooper reported that 76 members had sent apologies or were otherwise unable to take part.

**1. Chairman's introduction and conduct of AGM business**

Peter Cooper welcomed members to the virtual AGM; he was glad so many had been able to use this method while a physical meeting could not be held on account of Covid-19 regulations. He explained the way that the meeting would operate and how members could indicate that they wished to contribute or comment on issues during the meeting. Item 2 would involve participating members voting during the meeting, but assuming those proposals were agreed, then no other voting would take place during the meeting – decisions would be decided on the basis of the returned ballot papers which had been sent to all members on 11 May 2021. The meeting was being recorded only for the purposes of preparing the written Minutes.

**2. Amendments to the Rules and Regulations (AGM21-2)**

Peter Cooper explained that this item was in two parts – first to consider changes to the Rules and Regulations to allow remote voting and remote participation (e.g., Zoom), then, if these changes were agreed, the second part would consider the adoption of those new Rules with immediate effect, so that the remainder of the meeting could operate under the new Rules. The present Rules did not permit remote voting and the Association was not in position to hold a physical General Meeting as required under the present Rules to amend them; the intention was, therefore, to use the virtual AGM, the closest to a physical AGM that could be arranged, to approve the changes. Members had indicated during several consultations over the past year that they were comfortable with a change of this nature, and none had contacted the Chairman to express concerns at the proposed mechanism for amending the Rules at the AGM. He hoped, therefore, that the AGM would accept this procedure as the most suitable and democratic in the circumstances.

(a) Approval of amendments to the Rules and Regulations

Peter Cooper explained that the Committee was proposing the introduction of remote voting using ballot papers sent to all members for decisions at all General Meetings (the AGM or other General Meetings). This would allow all members to express their preferences whether or not they were able to attend the General Meeting. The Committee was also proposing allowing ballot papers to be returned up to two weeks after the General Meeting so that members could take the discussion into account before casting their votes. A system of two Scrutineers was proposed to count and verify the vote and associated processes – one Scrutineer was to be appointed by the AGM, the other by the Committee.

The Committee was also proposing changes to allow remote participation in General Meetings using computer software such as Zoom. The aim was to increase member involvement in the General Meetings, by allowing more members to take part who might otherwise be unable to travel to attend. Peter Cooper thanked several members who had assisted in drafting the proposed new Rules and Regulations.

No questions were raised by members participating in the AGM.

The motion to approve the changes to the Rules and Regulations was proposed by Mary Manning and seconded by David Boak; the motion was approved unanimously by a show of hands. [The amended Rules and Regulations are attached at Annex A.]

(b) Agreement that the meeting proceed with immediate effect on the basis of the amended Rules and Regulations

The motion to adopt the changes to the Rules and Regulations with immediate effect was proposed by Keith Root and seconded by Peter Warren; the motion was approved unanimously by a show of hands.

Peter Cooper confirmed that, as a result of these two motions having been approved, the remainder of the meeting would operate on the new Rules and Regulations. No further voting would take place; proposers and seconders would be sought at the meeting, but decisions would be based on the results of the ballot papers submitted by members. He reminded participating members that they must return their ballot papers by 31 May 2021.

**3. Record of the 2020 Annual General Meeting conducted by correspondence (AGM21-3)**

The proposal to confirm the Record of the business of the 2020 AGM, which had been set for 18 May 2020 but was unable to be held owing to Covid-19 restrictions, was proposed by Len Mole, seconded by Stephen Cox. After the Scrutineers' count of votes cast by ballot, the voting was: in favour 43, against 0. The Record of the 2020 Annual General Meeting was thereby accepted.

**4. Matters arising**

Peter Cooper reported that all matters arising from the business of the 2020 AGM had been taken forward; an item on the RSFSA WhatsApp Group, written by Diana Chapman and himself, had appeared in *Beyond The Terrace*, issue 78.

**5. Report of the Chairman/Secretary (AGM21-5)**

Received the Chairman's report for the past year. Peter Cooper drew attention to some key points:

(i) The circumstances of the past year had particularly affected some members through their or their families' health and in some cases, the loss of family members and friends. He expressed his sympathies for all who had been affected.

(ii) The Association's activities had been greatly affected; virtual events using Zoom had replaced physical meetings, as reported by Jane Silverleaf and Nick von Behr. The PAG seminars and new Zoom-based member meetings had been very successful, and he thanked all contributors. *BTT* had continued to provide entertainment and interest, under the Editor, Peter Collins.

(iii) The Association's welfare activities had become particularly important, and he thanked Susan Moss for her work.

(iv) As Mary Nixon would report, the Association's finances had been affected by the unique circumstances of the past year, but remained healthy. He thanked Mary for her work as Hon. Treasurer.

(v) Three members had died over the year – George Hemmen, George Read and Mary Fortnam. The Association sent its sympathies to their families and especially Ann Read and Geoff Fortnam.

(vi) Ann Read had since indicated that she would be moving to Majorca to be with family, and would be leaving the Association. The AGM wished her well for the future. Janet Pulford had also indicated that she would not be renewing her membership as she now felt too distant from the Association. Susan Moss had spoken to Janet on the phone.

(vii) Google Groups had been introduced during the year to simplify the distribution of emails to members. This had worked well, but any member having problems should contact him.

David Boak asked whether the Association should be planning to encourage new members. Peter Cooper agreed – PAG had been successful in contacting former RS staff through LinkedIn and work was needed to explain the benefits of membership. Also, efforts some years ago had been successful in locating and attracting former RS staff to join. The Committee would plan a new campaign, and would be asking members to let them know of any former staff that they were in contact with, in order to send them information on the Association and its work. It was also suggested that current RS staff

with whom members were still in touch might be able to let staff who were leaving the RS know about the RSFSA at that time, so that the possibility of future contact was not lost.

**Action:** Committee

## **6. Report of the Treasurer on the Association's finances (AGM21-6)**

### **(a) Accounts for 2020/21**

Mary Nixon reported on the accounts for 2020/21, which had been examined by Keith Root as Accounts Examiner. There had been little financial activity over the year; the main outlay was a Zoom subscription used for members' meetings, the PAG programme and Committee meetings. There had been no expenditure on the New Year lunch, PAG seminars or Committee travel, but postage costs had increased as more had been sent to members by post. Nine subscriptions for last year were outstanding but she was aware that it had been a difficult year financially for some members.

Mary expressed her thanks to Keith Root for inspecting the accounts for 2020/21.

The proposal to accept the accounts for 2021/22 was proposed by Diana Chapman, seconded by Wilma Pereira. After the Scrutineers' count of votes cast by ballot, the voting was: in favour 45, against 0. The accounts for 2020/21 were thereby accepted.

### **(b) Budget for 2021/22**

Mary presented a draft budget for 2021/22, based on a resumption of 'normal' activities, but including the continuation of the Zoom subscription. She was pleased to report that a good number of subscriptions had already been paid, together with several donations to the Welfare Fund, for which she expressed thanks. She was able to confirm that the anonymous donation to support *BTT* was continuing, and she expressed the Association's thanks to the donor.

## **7. Report of the Welfare Secretary and news of members (AGM21-7)**

Received a report from Susan Moss on member welfare matters. She expressed her condolences to members who had lost family members and cherished friends. Susan asked members to let her know if they were aware of anyone who was in need or ill-health, or who had suffered loss, and who would welcome a call from her.

Over the year Susan had sent four 70<sup>th</sup> birthday cards, and celebrated two members' 80<sup>th</sup> birthdays; one member would be reaching 90 later this year.

## **8. Report of the Events Secretary (AGM21-8)**

Received a report from Jane Silverleaf. Necessarily, the impact of Covid-19 meant there could be no physical events over the past year, and she still had concerns about arranging such events – members were understandably worried and scientific advice was not encouraging. It was not a risk the Association should take lightly. She was waiting to see how matters developed over the summer; a visit in the autumn might be possible. The Committee had considered re-running a Thames cruise to Greenwich or to Hampton Court. The ballot paper had an area for members to put their ideas, which Jane would add to those from previous years.

**Action:** Jane

Member Zoom events been successful; she thanked Nick von Behr and Peter Collins who had spoken at the first two in March and April. She would welcome members' feedback, and especially offers or suggestions for speakers. Following the cancellation of the New Year lunch thought had been given to a summer picnic but the logistics were not straightforward. She also drew members' attention to the question on the ballot paper about whether the New Year lunch might be held at an alternative time in the year, when weather and travel were better.

David Boak noted that two former RS staff (Peter Basham and Aosaf Afzal) were now actors and he suggested that it might be possible and entertaining to arrange to attend their performances.

## **9. Report of the Professional Activities Programme (AGM21-9)**

Received a report from Nick von Behr. The Professional Activities Programme had been active despite the lockdown, holding online events in September, December and March by using Zoom. He thanked the group working with him – Rachel Tobbell (who had taken on organising events for the programme),

Caroline Chipperfield, Pippa Cox, Scott Keir and Juliet Upton. PAG undertook its own publicity to interested members and through a LinkedIn group. Videos of PAG seminars were available online and the events were reported in *BTT*. The Group was following up on issues arising from earlier survey and had initiated a new survey on types of PAG events – members who are signed up for PAG information will have received a link.

Mary Manning congratulated Nick and his team for making the Professional Activities Programme work. PAG had been formed in the belief that there was an opportunity to draw on the expertise and experience of those members still working. Interestingly, the challenges of working remotely during Covid had presented an opportunity for the Group to engage more with them.

#### **10. Report of the Editor of *Beyond The Terrace* (AGM21-10)**

Received a report from Peter Collins. He thanked all contributors – past and future! He was now looking for input for the next issue, with a deadline of the end of May. He would be including an item on Prince Philip, who had died recently, and he was looking for publishable anecdotes and stories. Participating members offered some ideas and thoughts, and some would contact Peter direct.

#### **11. Elections to the Committee**

Peter Cooper announced that he and Mary Nixon had reached the end of their first three-year terms as Chairman and Hon. Treasurer respectively. They were eligible for reappointment and no other nominations had been received. The position of Hon. Secretary remained vacant and no nominations had been received by the deadline.

The names had been included on the ballot papers sent to members. After the Scrutineers' count of votes cast by ballot, the voting was:

Chairman – Peter Cooper	In favour 48.	<u>Elected</u>
Hon. Treasurer – Mary Nixon	In favour 48.	<u>Elected</u>
Hon. Secretary – no nominations received		

#### **12. Appointment of the Scrutineers for 2021/22**

The Committee had proposed the Chairman, Peter Cooper, as its Scrutineer under the new Rules and regulations; Peter Warren had offered his services as the AGM's nominee.

Both names had been included on the ballot papers sent to members. After the Scrutineers' count of votes cast by ballot, the voting was:

Scrutineer appointed by the AGM – Peter Warren	In favour 49, against 0.	<u>Approved</u>
Scrutineer appointed by the Committee – Peter Cooper	In favour 49, against 0.	<u>Approved</u>

#### **13. Appointment of the Accounts Examiner for the 2021/22 accounts**

Keith Root, the current Accounts Examiner, had offered his services as the Accounts Examiner for the 2021/22 accounts. His name had been included on the ballot papers sent to members. After the Scrutineers' count of votes cast by ballot, the voting was:

Accounts Examiner for 2021/22 accounts – Keith Root	In favour 48, against 0.	<u>Approved</u>
---	--------------------------	-----------------

#### **14. Any other business**

The meeting thanked Peter Cooper, who had been fulfilling the roles both of Chairman and Secretary over the past year. Peter thanked the meeting, but responded that many members had played their parts too – serving on the Committee, reviewing the proposed Rules and Regulations, assisting members to use Zoom technology, and running the WhatsApp and LinkedIn groups, etc.

#### **15. Date for the 2022 AGM**

The date for the 2022 AGM would be notified to members after the availability of rooms at the Royal Society had been ascertained. Following the changes to the Rules and Regulations, participation would be possible in person or remotely using computer conferencing software.

**Action:** Peter Cooper

The Chairman concluded the meeting at 3:15 pm.

PRC/22 June 2021

## **Annex A: Revised Rules and Regulations**

### **Rules**

#### **1. Title**

The Association shall be called: "The Royal Society Former Staff Association".

#### **2. Membership**

Membership shall be open to all pensioners, deferred pensioners and other former staff who have been confirmed in post at The Royal Society. Change of criteria for membership shall not be applied to any current member of the Association.

#### **3. Objects**

The objects of the Association are:

- (i) To offer activities and services to enable those who have worked at the Royal Society to maintain contact with each other for social and professional purposes.
- (ii) To support members in need and provide welfare and assistance as appropriate.
- (iii) To support the purposes of The Royal Society, acting as an ambassador and holder of historical knowledge.

#### **4. The Committee**

The business of the Association shall be managed by a Committee consisting of:

- a Chairman
- an Honorary Secretary
- an Honorary Treasurer
- up to four Members with Defined Responsibilities as may be agreed from time to time by the Annual General Meeting
- one Ordinary Member elected at the Annual General Meeting
- up to three Co-opted Members.

The responsibilities of any unfilled post may be fulfilled by any other member of the Committee.

Terms of service of members of the Committee (except Co-opted Members) commence on the day of announcement of the result of the Annual Elections in which they were elected. Committee Members (except Ordinary and Co-opted Members) shall each be appointed for a term of three years and shall be eligible for re-election for a further term of three years. Ordinary Members shall be appointed for a term of three years and shall not normally be eligible for re-election in the same capacity except after an interval of one year. Co-opted Members may be appointed by the Committee at any time; they may serve only until the next announcement of the results of the Annual Elections and may be re-appointed.

Nominations for Committee Members shall be sought at least three weeks before the date of the Annual General Meeting and delivered to the Honorary Secretary not less than seven days before the Annual General Meeting. If no nominations are forthcoming for vacancies on the Committee the Annual General Meeting may, by a majority decision of those participating, appoint any willing members to fill those posts to serve until the announcement of the results of the Annual Elections following the next Annual General Meeting.

Results of Annual Elections shall be announced to all members no later than 28 days after the date of the respective Annual General Meeting.

#### **5. General Meetings**

An Annual General Meeting shall be held in May or June each year and at least three weeks' notice of time, date and place shall be given. At such meetings the following business shall take place: receipt of reports from the Chairman and Treasurer, receipt of the annual accounts for year just ended, necessary Annual Elections of Officers and members of the Committee, appointment of the Accounts Examiner and Scrutineers.

The Honorary Secretary shall call a Special General Meeting on the written request of not less than six members, or of the Committee, giving members at least three weeks' notice of the time, date, place, method and business to be conducted.

Every member shall have the right to attend any General Meeting in person or remotely. The quorum at a General Meeting shall be one fifth of the total membership of the Association.

Every member shall be informed of and have the right to vote on motions and recommendations at a General Meeting, whether present or not. The Committee will determine the most practicable options for the conduct of the voting process to accommodate both members who are in attendance and those unable to attend.

The outcome of voting on motions at General Meetings shall normally be determined by a simple majority of votes cast. In the case of equal numbers for and against a motion the Chairman shall be entitled to a casting vote.

Votes shall be counted by two Scrutineers, one appointed by the Committee and one who is not a member of the Committee and who shall be appointed by the membership at an Annual General Meeting. The results of the voting shall be announced to all members no later than 28 days after the General Meeting to which the voting relates.

#### **6. Subscriptions**

Members shall pay an annual subscription to be determined by a two-thirds majority of votes cast at an Annual General Meeting.

The annual subscription should be paid no later than fourteen days after the date of the Annual General Meeting in each year. If a subscription has not been received by the next Annual General Meeting, the membership will normally be deemed to have lapsed.

#### **7. Accounts**

The Honorary Treasurer, or in his/her absence the Chairman or Honorary Secretary, shall be responsible for all payments from the Association's bank account(s). The Committee shall draw up Regulations for the commitment of expenditure and other financial matters.

The Honorary Treasurer shall prepare an annual Receipts and Payments Account and Welfare Fund Account for the year ending 31 March, showing corresponding figures for the previous year, for examination by the Accounts Examiner and shall present the accounts to the Annual General Meeting for approval.

The funds belonging to the Association shall be applied only to further the aims of the Association.

#### **8. Regulations**

The Committee shall from time to time formulate and amend such Regulations as it considers appropriate for the proper conduct of the Association's affairs. Such Regulations shall be notified to the Annual General Meeting and made available to all members. If any Regulation is inconsistent with the provisions of these Rules the latter shall prevail.

#### **9. Dissolution**

The Association may be dissolved by a two-third majority of members voting at a General Meeting. The assets of the Association, less any debts owing, shall be donated to the Royal Society or some other charitable purpose(s) as the General Meeting may decide.

#### **10. Alterations to the Rules**

No variations to the above shall be made other than by members voting at an Annual General Meeting or Special General Meeting.

## **Regulations**

### *1. The conduct of General Meetings*

- (a) The Committee will make such reasonable arrangements as will allow as many members as possible to hear and/or see the business conducted and to submit questions at General Meetings, in person or remotely, through the use of audio and video conferencing software or such other methods as the Committee may consider suitable.
- (b) The Hon. Secretary will seek nominations from the membership for the position of Scrutineer at the same time as seeking nominations for vacancies on the Committee.
- (c) In advance of a General Meeting, the Hon. Secretary will inform all members of the motions and recommendations to be considered at the Meeting, including if applicable nominations for the Committee, Accounts Examiner and Scrutineers. The Hon. Secretary will inform all members of the form in which members may express their views and record their votes, and the means of communication members may use to return them. To allow for the casting of votes by members unable to be present, votes may be returned in a form as determined by the Committee no later than 14 days after the date of the General Meeting.
- (d) The two Scrutineers will be responsible for the count of votes at the Annual General Meeting at which they are appointed and at any other General Meeting held in the succeeding year.
- (e) The Scrutineers and the Chairman will agree the means to be used to check and verify the votes cast; the Scrutineers must provide the Chairman, Hon. Secretary and Hon. Treasurer with a report containing the results, together with any report they may wish to make on the process, no later than 10 days after the deadline for the return of votes after a General Meeting.

- (f) The Chairman and Hon. Secretary or Hon. Treasurer will inform the membership of the results and any report from the Scrutineers in accordance with the Rules.

## 2. *Subscriptions*

- (a) The subscription year follows the Association's financial year starting 1 April, with subscriptions being due no later than 14 days after the date of the AGM following the start of the subscription year.
- (b) A single subscription is payable where two members are living at the same address.
- (c) Partners of deceased former staff members of the Royal Society are eligible to join as members in their own right at a rate of 50% of the full subscription.
- (d) The Committee may, on the recommendation of the Treasurer, waive the subscription of a member whose health or finances warranted it.

## 3. *Budgeting*

- (a) Annually, before 1 April, the Committee will approve a provisional budget for the following year based on opening bank balances and the expected income and expenditure. The budget, once approved by the Committee, will set the sum expected to be spent on each area of activities, for instance, committee expenditure, preparation of the newsletter, social events, etc. but not expenditure from the Welfare Fund (see 1(d)). The budget may indicate where costs are being met by gifts in kind.
- (b) When setting the budget the Committee may set principles for certain types of activity, for instance that they must be cost-neutral, with income from participants (or other sources) matching costs, but recognising that the timing of expenditure (deposit on a visit, for instance) may precede receiving the income.
- (c) The Committee may revise its budget during the year, including adding new activities and expenditures.
- (d) No budget is set for the Welfare Fund as expenditure is responsive to members' and their families' needs.

## 4. *Expenditure*

- (a) Committee members may commit expenditure (e.g. booking a visit, printing the newsletter) provided the costs are within the budget approved by the Committee.
- (c) Requests for exceptional expenditure must be approved by the Treasurer and Chairman or Secretary before any payment is made, and reported to the next Committee meeting.
- (c) The Committee member who has committed expenditure is responsible for obtaining an invoice, receipt or equivalent and for checking that the sum to be paid is correct, and that the goods or services have been received. The invoice, receipt or equivalent is passed to the Treasurer for payment.
- (d) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so.
- (e) The Treasurer will report all expenditure made at the next Committee meeting.

## 5. *Expenditure (Welfare Fund)*

- (a) The Welfare Fund is a separate fund to provide support and assistance to members in need, including (but not limited to) sending cards and flowers to those who are ill or bereaved, assisting in the additional cost for those who need to use taxis from London terminals to attend the Association's events, and contributing to members' costs when visiting other ill or house-bound members.
- (b) Expenditure from the Welfare Fund will be by request by the Welfare Secretary to the Treasurer and Chairman or Secretary, stating the amount and reasons for the expenditure.
- (c) Approved expenditure may be paid by the Welfare Secretary or Treasurer (or other Committee member authorised by the Treasurer). If the expenditure is not made by the Treasurer the Committee member making the payment must pass the Treasurer a receipt or equivalent to be recompensed.
- (d) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so.
- (e) The Welfare Secretary or Treasurer will report expenditure from the Welfare Fund at the next Committee meeting.

## 6. *Committee members' expenses*

- (a) Committee members may reclaim costs incurred directly in the furtherance of their duties on the Committee.
- (b) Normally, Committee members will not be reimbursed for travel costs to Committee meetings that coincide with other Association events that they can attend as members
- (c) Claims for expenses must be sent to the Treasurer for approval and payment, accompanied by receipts or equivalent evidence of expenditure.
- (d) The Treasurer's expense claims must be approved by the Chairman or Secretary.

- (e) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so (but may not approve or pay their own expenses).

#### 7. *Income*

- (a) All income must be passed to the Treasurer for banking with details of what the income relates to.
- (b) The Treasurer must be informed if the income, especially gifts and donations, is to be acknowledged with full details of to whom that acknowledgement should be sent.
- (c) The Treasurer will report income received at the next Committee meeting.

#### 8. *Reserves Policy*

The Association's Reserves exist to ensure the continuation of the Association's activities in the event of a drop in income or a rise in the charges that it incurs in pursuit of its activities; the level of the Reserves shall be reviewed annually at the AGM.

#### 9. *Examination and approval of the Accounts*

- (a) The Treasurer and Chairman (or other Officer if the Chairman is unavailable) shall approve the accounts after the year-end for examination by the Accounts Examiner.
- (b) The role of the Accounts Examiner is to act on behalf of the membership to check, as far as he/she is able, the financial position and financial governance of the Association:
  - (i) that the accounts presented at the AGM are a fair record of the Association's finances; and
  - (ii) that the accounts accord with underlying records including evidence of receipts and payments and the bank statements; and
  - (iii) that the financial procedures followed by the Committee seem appropriate to protect the Association's finances.
- (c) The AGM shall be invited to adopt the accounts with any advice necessary from the Accounts Examiner.

#### 10. *Communications guidelines:*

- (a) The official mechanisms for communication between the Association and its members, including for members to contact the Officers on Association business, are by post and email. The Secretary holds the official list of post and email addresses of members for such communications.
- (b) Officers and Committee members are authorised to speak on behalf of the Association in their formal communications to members or to external organisations.
- (c) The newsletter, *Beyond The Terrace*, is produced for the private use of Association members. Views expressed in it are those of the named individual authors and do not necessarily reflect the views of the Editor or Association except if stated.
- (d) Social networks can enhance interaction between members about RSFSA matters and provide supplementary publicity for the RSFSA and its activities. Such networks are optional and provide additional, not primary, communication for members – accordingly, the network manager should normally ensure that information put onto social networks that is relevant to members who are not a part of the social network is incorporated into a subsequent *BTT*.
- (e) All participants on social networks must actively opt in, and have the right to opt out at any time. The network must include at least one current member of the Committee. A network may be open to non-members who are former RS staff (at those individuals' request), if group managers wish, subject to the Committee's approval. The group manager may remove without notice any person from the network who is in breach of these guidelines.
- (f) All communications associated with the Association – official and on social media – must uphold and maintain the objectives of the Association and must not bring the Association into disrepute, damage its integrity or undermine the aims and values represented by it.
- (g) Contributions to social networks should be respectful of all others and avoid abusive, offensive or confrontational content. No personal data or sensitive information may be imparted, nor should the network be used to distribute member benefits.