

### **Rule 34C: MANAGEMENT AND CONTROL OF BRANCH FUNDS**

1. Members are required to notify the Branch in writing of changes to their membership within 28 days of the change occurring.
2. Where a members fails to notify of a change in circumstance in writing and fees continue to be received by the Branch, upon written request from the member the Branch Secretary will authorise a refund to the member of overpaid fees for a maximum of 3 months, or the period of the over-payment, whichever is the lesser. Circumstances in which this provision may apply include, but are not limited to:
  - [a] resignation [in accordance with Federal Rule 17 resignations must be submitted in writing]
  - [b] leave without pay
  - [c] reduced workload
  - [d] half pay leave.
3. A member affected by this clause who believes they have exceptional circumstances in respect of failure to notify the Branch of any change to their membership status may submit a written case for consideration by the Branch Executive.
4. A member dissatisfied with the decision of Branch Executive may request that the matter be referred to Branch Council for final determination, and may elect to address the Branch Council when the matter is listed for consideration.
5. In exercising responsibility under Federal Rule 9 2A, regarding informing applicants for membership of their financial obligations arising from membership, the Branch Secretary will ensure that correspondence to new members of the Branch will include specific reference to these provisions of the Branch Rules.