



AUSTRALIAN  
SOCIETY OF  
ARCHIVISTS INC  
AUSTRALIAN  
CAPITAL TERRITORY  
BRANCH

## **Australian Capital Territory Branch Rules**

(Adopted June 1977, amended June 1988, June 1990, February 1997 and October 2019. Ratified by Council 17 July 2020)

1. There shall be hereby constituted the ACT Branch of the Australian Society of Archivists Inc.
2. All individual members and delegates of corporate members of the Society resident in Canberra, or in adjacent districts, shall be members of the Branch.
3. The conduct of the Branch and the management, custody and trust of the records and assets of the Branch shall be vested in the Branch Committee.
4. (a) The Branch Committee shall consist of a Convenor, Secretary and Treasurer elected from the members of the Branch, and at least two, but not more than five other committee members.  
(b) The Branch Committee shall be elected at the Annual General Meeting of the Branch and shall hold office until the closing of the next Annual General Meeting.  
(c) Nominations and acceptances for positions on the Branch Committee may be made in writing, or may be made verbally at the Meeting.  
(d) All individual members and delegates of corporate members of the Branch present at the Annual General Meeting shall be entitled to vote for all positions on the Branch Committee.  
(e) The elections shall be decided by show-of-hands or by secret ballot as the meeting may decide, and shall be supervised by a Returning Officer selected by the Meeting for that purpose.  
(f) The Convenor of the Branch shall be an individual member of the Society and other members of the Branch Committee shall be individual members, or the delegate of a corporate member.
5. The Branch Committee shall meet at such times and in such manner as it may think fit.
6. Any member of the Branch Committee who ceases to be a member of the Society or who fails to attend three consecutive meetings of the Committee without first obtaining leave of absence shall be liable to forfeit their position should the Committee so determine, and any vacant positions, however vacated, shall be filled at the next General Meeting of the Branch.
7. The Annual General Meeting shall be held in July or August each year.
8. Ordinary General Meetings of the Branch shall be held at such times as the Branch Committee may think fit, provided however that an Ordinary General Meeting shall be called by the Branch Committee if so requested in writing by any five members of the Branch.
9. At least one week's notice of all General Meetings (including the Annual General Meeting) shall be given in writing to all members of the Branch.



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10. The Branch Committee may open such bank accounts in the name of the Branch as it may think fit. Such bank accounts are to be operated by the Treasurer with such other members and in such manner as the Committee may think fit.

11. The Secretary shall keep, or cause to be kept, minutes of all meetings of the Branch and of the Branch Committee, and the Treasurer shall keep, or cause to be kept, accurate financial records for the Branch, and shall present financial reports and statements to each Annual General Meeting.

12. The Convenor shall preside at all meetings of the Branch and of the Branch Committee at which he/she is present, and in his/her absence the meeting may appoint a deputy to preside. The presiding officer at meetings shall not have a casting vote, but shall have a deliberative vote.

13. In the event of the Branch ceasing to exist for any reason, all records and assets of the Branch shall vest in the Council of the Society.

14. These rules may be amended at any General Meeting by a simple majority vote providing that notice of such motions is included in the notice of that meeting and that the amendments are in accordance with the rules and by-laws of the society.

15. These rules shall be read in conjunction with the Rules and By-laws of the Society.

16. Where herein used the word "member" shall mean a member of the Society whose subscriptions are current.