



ASA Queensland Branch Rules

(Adopted at the formation of the Branch 25 January 1989, amended 5 October 1989, 9 April 1997 and 19 August 2021). Approved by Council 13 September 2021.

1. Authority

- a. These Rules have been drafted in accordance with the Australian Society of Archivists Rules & By-Laws.
- b. These Rules refer to the operation of the Australian Society of Archivists Queensland Branch (hereafter called 'the Branch') in areas not specified by the Rules of the Australian Society of Archivists (hereafter called 'the Society').

2. Objectives

The Branch aims to promote the objectives of the Society, as set out in the Rules of the Society, at the Branch level.

3. Membership

- a. Where herein used, the word 'member' shall mean a member of the Society whose subscription is current.
- b. Membership of the Branch is governed by Rule 34(2) of the Society's rules and Clause 2 of By-Law 1.

4. Branch Committee

- a. The management of the Branch shall be vested in a Committee.
- b. The Committee shall consist of a Convenor, Secretary and at least two, but no more than five committee members. Additional office bearer positions may also be elected as the Branch Committee deems fit (such as Treasurer, Communications Officer, Programme Co-ordinator), however the total number of office bearers and committee members should not exceed more than seven.
- c. The Convenor of the Branch shall be an individual member of the Society and other members of the Committee shall be individual members or the delegate of a corporate member.
- d. The Convenor may appoint sub-committees which will report to the Branch committee.
- e. The Branch Committee shall be elected at the Annual General Meeting (AGM) of the Branch which is to be held during July or August each year.

- i. All members of the Branch are entitled to vote in the election;
 - ii. Nominations and acceptances for positions on the Branch Committee may be made in writing or may be made verbally during the AGM;
 - iii. Members may nominate for more than one position;
 - iv. Where there is more than one nomination for a Branch Committee position, a Returning Officer shall be appointed to run the election. In the event of a tie, the Returning Officer shall give a casting vote;
 - v. Elections to the Branch Committee will be determined by a simple majority vote of members present at the AGM;
 - vi. The elected Committee shall hold office until a new Committee is elected at the following AGM.
- f. If the Convenor or Secretary vacates their position, or the number of additional Committee members is reduced to less than two, the remaining Branch Committee shall arrange an eligible Branch member to fill the position until the next AGM.
 - g. Any Committee member who fails to attend 3 consecutive meetings of the Committee without first obtaining leave shall be liable to forfeit his/her position, and any vacancy arising may be filled by decision of the Branch Committee;
 - h. The Committee shall meet at such times and in such manner as they see necessary to conduct the affairs of the Branch;
 - i. A quorum for Branch Committee meetings shall be at least 3 members.

5. Office Bearer Duties

- a. The Convenor shall preside at all meetings of the Branch and of the Branch Committee at which she/he is present, and in his/her absence from 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.
- b. The Secretary shall keep, or cause to be kept, minutes of all meetings of the Branch and of the Branch Committee, and shall maintain all records of the Branch as directed by the Branch Committee or the Council of the Society.
- c. A Treasurer must be appointed if the Branch operates bank accounts in the name of the Branch. The Treasurer shall maintain an accurate record of all items of expenditure and receipt of the Branch in accordance with the Rules and By-Laws of the Society.

6. General Meetings

- a. There shall be at least two General Meetings of the Branch each year which shall be held at such times as the Branch Committee may deem fit, provided however that a General Meeting shall be called within three weeks of the receipt of a request for such a meeting signed by at least 7 members of the Branch.
- b. At least one week's notice of all General Meetings (including the Annual General Meeting) shall be given in writing, including the meeting agenda, to all members of the Branch.
- c. The quorum for a General Meeting of the Branch shall be 7 members of the Branch.
- d. All members of the Branch present at meetings may vote on motions put forward.
- e. Business shall be conducted according to the agenda, but other items of business may also be introduced, discussed and resolved at meetings, with the exception of motions to change these rules under Rule 14.

7. Conduct of Meetings

Meetings of the Branch shall be conducted in accordance with the Standing Orders and By-Laws of the Society.

8. Financial Year

The Branch's financial year shall be the 12 months commencing on 1 July and concluding on the following 30 June.

9. Bank Account(s)

The Branch may operate such bank accounts in the name of the Branch as it may deem fit, provided however that all drawings on such bank accounts shall be signed by at least two of the elected members of the Committee.

10. Management of Property

The management, custody and trust of the records and assets of the Branch shall be vested in the Branch Committee.

11. Amendments to Branch Rules

- a. These Rules may be amended at any General Meeting by a simple majority vote, providing that notice of such a motion is included in the notice of the meeting and that the amendments are in accordance with the Rules and By-Laws of the Society;
- b. As soon as practicable after the adoption of any changes to these Rules, the Branch Secretary shall inform the Secretary of the Society of the changes.

12. Winding Up

In the event of the Branch ceasing to exist for any reason, all records and assets of the Branch shall be vested in the Council of the Society, after the settlement of any debts and the collection of monies owed.