



## South Australian Branch Rules

### 1. Introduction

- (a) These rules have been drafted in accordance with the Australian Society of Archivists By-law No 1 and the resolution of the 1989 Biennial General Meeting on the status and structure of Branches.
- (b) These rules refer to the operation of the South Australian Branch (hereafter referred to as the Branch) in areas not specified by the rules of the Australian Society of Archivists (hereafter referred to as the Society).
- (c) The object of the South Australian Branch shall be to further the objects of the Society within South Australia.

### 2. Membership

- (a) All financial members of the Society residing or working in South Australia shall be deemed to be members of the Branch, unless they exercise their right to join the Branch in an adjoining State or Territory.
- (b) Members of the Society residing or working in an adjoining State or Territory may elect to belong to the Branch. The Branch shall notify the Society of any such election.

### 3. Branch Executive

- (a) Membership of the Executive.
  - i. The affairs of the Branch shall be managed by an Executive consisting of a Convenor, Secretary, Treasurer, Editor, and such other members as the Annual General Meeting shall elect. The Executive may co-opt additional members as it sees fit.
  - ii. The Convenor shall be a professional member of the Society. All other positions on the Executive are open to all members of the Branch.
  - iii. The Executive may appoint such committees as it sees fit to further the objects of the Branch.
- (b) Election of Executive.
  - i. Elections are to be held at the Annual General Meeting.
  - ii. Nominations and acceptances for positions on the Branch Executive may be made in writing or may be made verbally at the meeting.
  - iii. Members may nominate for more than one position.
  - iv. All members of the Branch are entitled to vote in the elections.
  - v. The elections shall be conducted by secret ballot, and shall be supervised by a Returning Officer selected by the Meeting for that purpose.
  - vi. Any member of the Executive who ceases to be a member of the Society or who fails to attend three consecutive meetings of the Executive without first obtaining leave shall be liable to forfeit his/her position should the Executive so determine, and any vacancy arising may be filled by the decision of the Executive.
- (c) Meetings and Responsibilities of Executive.



AUSTRALIAN  
SOCIETY OF  
ARCHIVISTS INC  
SOUTH AUSTRALIAN  
BRANCH

- i. The Executive may meet as often as necessary to conduct the affairs of the Branch.
- ii. The quorum for a meeting of the Executive shall be four of its members.
- iii. The Executive may co-opt other members of the Branch for special duties or membership of any committee established by it.
- iv. The Executive may make decisions and engage in correspondence and discussions on behalf of the Branch.
- v. The Secretary shall keep, or cause to be kept, Minutes of the Branch and the Branch Executive meetings and in accordance with by-law Nos. 1-6(c) of the Society.
- vi. The Convenor will preside at all meetings of the Branch and of the Branch Executive 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 have a deliberative vote. Where the vote is tied, a motion is lost. In a meeting of the Executive the presiding officer may determine that such motion be submitted to the next meeting of the Executive.

#### **4. Branch Meetings**

- (a) The Annual General Meeting of the Branch shall be held, if possible, on a date between 1 July and 31 August each year, but in any event not later than 30 September.
- (b) The Branch shall hold such other General Meetings as the Executive may decide, provided however that the Executive shall call a General Meeting within three weeks of the receipt by it of a requisition for such a meeting signed by at least one quarter of the members of the Branch.
- (c) The quorum for a General Meeting of the Branch shall be a quarter of the members of the Branch.
- (d) At least seven days written notice of General Meetings shall be given to all members of the Branch. Notice of meetings may include agenda items, but matters not included in the agenda may also be introduced, discussed and resolved at a meeting.
- (e) All members of the Branch present may vote on motions put forward at General Meetings.

#### **5. Management of Property and Income of Branch**

- (a) The Treasurer of the Branch shall, at the direction of the Executive, open such banking accounts as are necessary and all monies received by the Branch shall be deposited in these accounts as soon as possible after receipt.
- (b) The Treasurer shall maintain an accurate record of all items of expenditure and receipt of the Branch.
- (c) The Convenor, Treasurer and Secretary shall be authorised to operate the Branch accounts with the signatures of any one of these officers required.
- (d) All expenditure is to be authorised by the Executive.
- (e) No later than 31 July in each year, the Treasurer shall transmit to the Secretary of the Society, a copy of the financial statement for the preceding year.
- (f) The Treasurer's annual financial statements shall then be presented at the Annual General Meeting of the Branch.



AUSTRALIAN  
SOCIETY OF  
ARCHIVISTS INC  
SOUTH AUSTRALIAN  
BRANCH

- (g) At each Annual General Meeting, the Branch shall appoint an Auditor, who may be one of its members (not being a member of the Executive) for the ensuing financial year and he/she shall report the results of the audit to the next Annual General Meeting.
- (h) The Treasurer may be requested to present a financial statement at any ordinary meeting of the Branch.
- (i) In the event of the Branch being dissolved, the amount of money which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with its powers to a fund, institution or authority which is a non-profit organisation. If the Australian Society of Archivists, incorporated, has not been dissolved and is not being dissolved, that Society shall be the non-profit organisation to which such residual funds are paid.
- (j) The administrative records of the Branch shall be dealt with in accordance with a records retention and disposal schedule drawn up by the Committee and referred to the Secretary of the Society from time to time.

#### **8. Amendments to Branch Rules**

- (a) These rules may be amended at the Annual General Meeting by a simple majority vote, provided that notice of such motion is included in the notice of that meeting and that at least one third of members is present.