



AUSTRALIAN
SOCIETY OF
ARCHIVISTS INC
TASMANIAN
BRANCH

Tasmanian Branch Rules

(Adopted 15 April 1996, amended 23 August 1996)

1. The object of the Tasmanian Branch shall be to further the objects of the Society within Tasmania.
2. All members of the Branch shall be entitled to hold office, speak and vote at meetings of the Branch.
3. The Branch shall hold an Annual General Meeting in July or August of each year and such other General Meetings as the Committee may decide. If one quarter of the membership of the Branch sign a request for a General Meeting the Committee will call the meeting within three weeks of receiving the request.
4. The quorum for a General Meeting of the Branch shall be one quarter of the membership. At least 7 days written notice of each meeting shall be given to every member of the Branch. Such notice may include agenda items but matters not in the agenda may be dealt with at meetings, with the exception of motions to change these rules (which are dealt with in rule 8.)
5. The management of the Branch shall be vested in a Committee, which:
 - (a) shall consist of a Convenor, Secretary, Treasurer, Editor and such other members as the Annual General Meeting or the Committee may decide;
 - (b) shall be elected at the Annual General Meeting and shall hold office until the close of the ensuing Annual General Meeting;
 - (c) shall meet at such times and in such manner as it sees fit;
 - (d) shall have the power to co-opt such additional members as it may see fit; and
 - (e) may operate such bank accounts in the name of the Branch as it may think fit. The Convenor, Treasurer and Secretary shall be authorised to operate the Branch accounts with only the signature of any one of these officers required.
6. The financial year of the Branch shall be the period commencing on 1 July and concluding on the following 30 June.
7. At each Annual General Meeting the Branch shall appoint one of its members, not being a member of the Committee, to act as auditor for the ensuing financial year and the auditor shall report the results of the audit to the next Annual General Meeting.
8. These rules may be amended at any General Meeting by a simple majority vote, providing that notice of such motion is included in the notice of that meeting.