



## **Victorian Branch Rules**

(Adopted 2 June 1980. Amended September 1986, 18 May 1989,  
27 February 1990, May 1996, August 1997 and August 2017)

### **1. Introduction**

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

### **2. Objectives**

- (a) 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) All members of the Society with a Victorian mailing address for communications from the Society shall be deemed to be members of the Branch, except that a member may opt to belong to a Branch in an adjacent State or Territory, or may elect not to belong to a Branch.
- (b) Members of the society residing in an adjacent State or Territory may elect to belong to the Branch.

### **4. Branch Committee**

- (a) The management of the Branch shall be vested in a Committee.
- (b) The Committee shall be managed by an elected Committee consisting of a Convenor, Secretary, Treasurer, and at least three other members. Additional office bearers (such as Communications Officer, and Membership and Education Officer) may also to be elected as the Branch thinks fit.
- (c) The Convenor 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) Office bearers shall have clearly defined responsibilities.
  - i. The Convenor shall preside at all meetings of the Branch, or appoint another Committee member to preside in their absence. The Convenor or their appointed chair shall not have a casting vote, but shall have a deliberative vote.
  - ii. 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, except financial records, of the Branch as directed by the Committee, or the Council of the Society.
  - iii. The Treasurer shall manage the finances of the Branch in accordance with the Society's guidelines, including provision of a copy of the Branch's financial statements to the Treasurer of the Society within two months of the end of each financial year. The Treasurer shall also keep, or cause to be kept, tax invoices, receipts, and accurate records of all items of expenditure and receipt required for the management, acquittal and reconciliation of Branch finances.
  - iv. Additional office bearers shall have responsibilities as agreed to by the Branch.



Australian  
Society of  
Archivists  

---

VICTORIAN  
BRANCH

- (e) The Committee shall be elected by the Branch.
  - i. Elections for the Committee are to be held at the Annual General Meeting with nominations for Committee positions to be called for by the Branch Secretary at least two weeks prior to the Annual General Meeting.
  - ii. All members of the Branch are entitled to vote in the election.
  - iii. Members may nominate for more than one position.
  - iv. All positions on the Committee are for one year, with nominations for all positions accepted at the Annual General Meeting.
  - v. Where an individual has been Convenor for two consecutive years they shall step aside at the Annual General Meeting, and may only nominate for Convenor if no other nominations are forthcoming.
  - vi. Where there is more than one nomination for an office bearer those present at the meeting shall appoint a returning officer to run the election. In the event of a tie, the returning officer shall give a casting vote.
  - vii. If a Committee member vacates their position more than three months prior to an AGM, and this vacancy is either for Convenor, Secretary or Treasurer, or reduces the committee to less than six people, the remaining Committee members shall arrange for an eligible Branch member to fill the position until the next Annual General Meeting.
- (f) The Committee shall have the power to co-opt other members of the Branch as it thinks fit.
- (g) The Committee may make decisions and engage in correspondence and discussions on behalf of the Branch, but must report such activities to the next scheduled Branch meeting.

## **5. Annual General Meeting**

- (a) The Annual General Meeting of the Branch shall be held within two calendar months of the end of the Society's financial year.
- (b) In addition to the election of the Committee, the Secretary shall present an annual report on the activities of the Branch, and the Treasurer shall present an annual financial statement for the Branch.

## **6. General Meetings**

- (a) There shall be at least three General Meetings each year, to be conducted in accordance with the Standing Orders and By-Laws of the Society.
  - v. At least two weeks prior to any meeting the Secretary shall send a notice of meeting and agenda to all Branch members.
  - vi. The quorum for a meeting shall be 10 members of the Branch.
  - vii. All members of the Branch present at meetings may vote on motions put forward.
  - viii. Business shall be conducted according to the Agenda, but other items of business may also be introduced, discussed and resolved at a meeting, with the exception of motions to change these rules under Rule 9.
- (b) Where one fifth of members of the Branch, or a number of members constituting a quorum at a meeting, whichever is the greater, are of the opinion that a decision made at a meeting is unrepresentative of the whole membership of the Branch, and within thirty days of the meeting request the Convenor in writing to do so, the Convenor shall convene a General Meeting of the Branch to reconsider the question.



**7. Management of the Property and Income**

- (a) The Branch may open and operate such bank accounts as are necessary for the management of the Branch, provided all drawings on such bank accounts are authorised by at least two office bearers from Convenor, Treasurer, and Secretary.
- (b) Wherever possible, upcoming expenditure should be put to a General Meeting prior to being authorised. Where this is not possible, expenditure shall be reported at the next General Meeting.
- (c) The management, custody, and trust of the records and assets of the Branch shall be vested in the Branch Committee.

**8. Sub-Committees**

- (a) The Branch may appoint sub-committees which must report to each ordinary Branch meeting.

**9. Amendment 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 the meeting.
- (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.