



## **Western Australian Branch Rules**

(Approved at the Annual General Meeting 5 April 1990, amended at General Meetings 29 October 1991 and 25 September 1996. Approved by Council 14 August 2020)

### **1. Introduction**

- 1.1 In these Rules the following definitions shall apply: - "Society" shall mean the Australian Society of Archivists Incorporated; "Branch" shall mean the Western Australian Branch of the Society.
- 1.2 These rules have been drafted in accordance with the Society's Rule No 34, agreed to at the Biennial General Meeting of the Society in June 1989, and By-law No 1 (Branches) agreed to by the Council of the Society on 4 - 5 August 1989.
- 1.3 These rules shall regulate the affairs of the Branch in those areas not covered by the Rules and By-laws of the Society. A decision by the Council of the Society that a rule adopted by the Branch is inconsistent with the Society's Rules or with By-law No.1 shall be conclusive.
- 1.4 The branch aims to promote, at the Branch level, the objectives of the Society as set out in the Rules of the Society.

### **2. Membership**

- 2.1 All members of the Society residing in Western Australia 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.
- 2.2 Members of the Society residing in an adjacent State or Territory may elect to the Branch.

### **3. Branch Committee**

- 3.1 The affairs of the Branch shall be managed by a Branch Committee, which shall be elected by an Annual General Meeting to be held during July each year. The Secretary shall, at least two weeks prior to the agreed-upon date for the Annual General Meeting, send a notice to each member of the Branch, giving information as to the proposed date, time and place of the Annual General Meeting.
- 3.2 Before any elections take place, the members present at the Annual General Meeting shall appoint a Returning Officer, who will conduct the elections.
- 3.3 The Returning Officer shall call for nominations for the following posts:
  - Convenor
  - Secretary
  - Treasurer
  - Programme Co-ordinator
  - Contributor to Publications
  - Committee Members (up to five in number)
- 3.4 In each case, the election for a post shall be completed before elections are held for any post listed below it.
- 3.5 If there are no nominations for any post, the person holding that post in the previous year shall be deemed to continue to hold that post, until the Convenor makes other arrangements on behalf of the Branch.



- 3.6 Nominations for the post of Convenor shall not be accepted by the Returning Officer unless the nominee is an Individual Member of the Society. Nominations for other posts may be accepted only if the nominee is an individual or delegate or corporate member of the Society.
- 3.7 Voting for election to the posts listed in Rule 3.3 shall be by secret ballot.
- 3.8 A member may be nominated for more than one post but on election to a second or subsequent post the member shall be required to opt for one post only. If a post becomes vacant through a member not opting to occupy it, a new election shall be held.
- 3.9 The persons elected to the posts listed in Rule 3.3 shall, along with any persons co-opted under Rule 4.4 below, constitute the Branch Committee.
- 3.10 If between 1 February and the date of the next Annual General Meeting, a vacancy occurs in any post on the Branch Committee, the matter shall be considered by the next meeting of the Branch Committee, which may appoint a replacement if it considers it appropriate so to do.
- 3.11 If a vacancy occurs at any time other than the period specified in Rule 3.10, the matter shall be referred to the next General Meeting, and an election shall be held following the procedures set out in Rules 3.2 to 3.8 inclusive.

#### **4 Meetings of the Branch Committee**

- 4.1 The Branch Committee shall meet as often as necessary to manage the affairs of the Branch, but in any event shall meet at least four times each year.
- 4.2 The Committee shall appoint one of its members to be Deputy Convenor. At Branch Committee meetings the Convenor shall preside, or in the absence of the Convenor, the Deputy Convenor shall preside. In the event of the Convenor and the Deputy Convenor being absent, the Committee shall appoint an interim convenor.
- 4.3 The Secretary shall inform all Branch Committee members of the date, time and place of meetings at least one week prior to the proposed dates.
- 4.4 The Committee may co-opt other persons as members of the Committee, but only for special purposes. Where the special purpose is the achievement of a particular goal or the completion of a project, the co-option shall end when that goal/project has been achieved/completed. In any event, all co-options shall end on the election of a new Branch Committee.
- 4.5 At each Committee meeting, the Treasurer shall report on items of expenditure incurred and of income received since the last meeting. All accounts payable by the Branch shall be submitted to the Committee for approval of payment, or, where the Treasurer considers it expedient for early payment to be made, for confirmation of payment. In the event of the Treasurer being absent, an Acting Treasurer shall be appointed.
- 4.6 The quorum for Branch Committee meetings shall be five members. If, when half an hour has expired from the advertised time for a meeting, there are fewer than five members present, those present may reach a decision as to a date, time and place for a replacement meeting, and the decision shall be binding on the Committee.

#### **5 General Meetings**

- 5.1 Apart from the Annual General Meeting, there shall be at least two general meetings of the Branch each year.



- 5.2 The Programme Co-ordinator shall be responsible for forwarding, at least one week before the date of such meetings, a notice to each member of the Branch giving the date time and place of proposed General Meetings.
- 5.3 The Convenor shall preside at each General Meeting but in the absence of the Convenor the Deputy Convenor shall preside. In the absence of the Convenor and the Deputy Convenor, the meeting shall elect a temporary Convenor.
- 5.4 At each General Meeting, unless a motion to the contrary is carried, the Convenor shall report on decisions reached at all meetings of the Branch Committee held subsequent to the most recent General Meeting at which a Branch Committee report was submitted. It shall be competent for any member to ask that any decision reached shall be submitted to the General Meeting for endorsement of the action taken or proposed to be taken. In the event of the General Meeting being unwilling to endorse any decision of the Branch Committee, the Committee shall reconsider the issue at its next meeting.
- 5.5 One fifth of the total membership of the Branch shall be the quorum for a General Meeting. If there are fewer members present than one fifth of the total membership after fifteen minutes have expired from the advertised time of the meeting, the Convenor may introduce a speaker and may ask those present to decide on the date time and place of a subsequent general meeting, but no other formal business may be conducted.
- 5.6 Where the number of members of the Branch equal to the quorum for a general meeting are of the opinion that a General Meeting of the Branch at which a question was decided was unrepresentative of the whole membership of the Branch, and within thirty days request the Convenor to do so, the Convenor shall convene a General Meeting of the Branch to reconsider the question.

## **6 Management of Property and Income of the Branch**

- 6.1 The Treasurer of the Branch may at the direction of the Branch Committee open such bank accounts as are necessary and all monies received by the Branch shall be deposited within these accounts as soon as possible after receipt.
- 6.2 The Treasurer shall maintain an accurate record of all items of expenditure and of all monies received by the Branch.
- 6.3 The Convenor, Treasurer and Secretary shall be authorised to operate the Branch's accounts with the signatories of any two of those officers being required to authorise withdrawals.
- 6.4 As soon as possible in each financial year, and no later than the date of the Annual General Meeting, the Treasurer shall transmit to the Treasurer of the Society a copy of the financial statement for the preceding financial year.
- 6.5 Subsequent to submitting the annual financial statement to the Treasurer of the Society, the Treasurer shall present the statement to the Annual General Meeting.

## **7 Duties of the Secretary**

- 7.1 The Secretary shall maintain the records of the Branch, and shall be responsible for keeping a record of all business conducted at Branch Committee and General Meetings.



7.2 The Secretary shall forward copies of minutes of all General Meetings of the Branch to the Secretary of the Society, as soon as possible after the completion of the minutes.

## **8 Alteration of these Rules**

8.1 These Rules may be altered by resolution of a General Meeting (including the Annual General Meeting), provided that notice has been given to all members of the Branch at least two weeks prior to such General Meeting. The notice must include the proposed wording of the changes to the Rules, and the meeting may vote to adopt the form of words given in the notice, or word which have, in the view of the Convenor, substantially the same effect.

8.2 As soon as practicable after the adoption of any change to these Rules, the Secretary shall inform the Secretary of the Society of the changes.

## **9 Winding Up**

9.1 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 their powers to a fund, institution or authority which is a non-profit organisation.

9.2 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.