



Australian  
Society of  
Archivists

ABORIGINAL AND  
TORRES STRAIT  
ISLANDER

SPECIAL  
INTEREST  
GROUP

## Aboriginal and Torres Strait Islander SIG Rules

1. **Constitution:** The SIG, formed with the approval of Council and in accordance with the Society's Rules, consists of members (and representatives of institutional members) who elect to join.
2. **Objectives:** The objectives are
  - (a) To encourage and facilitate contact and discussion amongst members of the ASA involved with or interested in issues relating to records relating to Aboriginal and Torres Strait Islander peoples and services provided to Indigenous peoples of Australia.
  - (b) To facilitate and encourage the dissemination of information on developments, achievements and initiatives in the area of archival services to Indigenous Australians.
  - (c) To facilitate contact with allied professionals concerned with the delivery of archival services to Indigenous Australians.
3. **Membership:** A SIG member must be a financial ASA member (or represent a financial institutional member). A financial member may elect to join (or, if an institutional member, may nominate) by so signifying to the ASA Secretary.
4. **Meetings:** The SIG shall hold -
  - (a) General Meetings. The Executive may convene a General Meeting of all members (and so far as possible shall convene one at least annually to coincide with the Society's AGM) at which office bearers are elected and a report of the SIG's activities and finances will be presented by the Executive. Notice of the time and place of general meeting and of the business to be conducted must be sent to all SIG members at least thirty days in advance.
  - (b) Ordinary Meetings. The Executive may convene an ordinary meeting of all members of the SIG as and when the executive thinks fit.
  - (c) Special Meetings. A special meeting of all or a portion of the SIG membership may be convened on the motion of any four SIG members by notifying the SIG Secretary in writing.
  - (d) The Executive shall convene a General Meeting of the SIG on the motion of any ten SIG members by notifying the Secretary in writing.
5. **Business at Meetings:** Only a General Meeting may elect office bearers or conduct the business of the SIG. A quorum at a General Meeting shall consist of 5 SIG members. Motions at General Meeting shall be passed if simple majority of SIG members, personally present, vote in favour.
6. **Executive:** In between General Meetings, the business of the SIG shall be conducted by an Executive comprising a Convenor, a Secretary, and such other officers as the General Meeting determines and elects. At least one member of the Executive must be a professional member of the Society. The Executive may co-opt additional members unless specifically precluded by a resolution of a General Meeting from doing so. The Executive shall report to each General Meeting on the SIG's activities and finances since the previous General Meeting.
7. **Finance:** The Executive may, with Council's approval, operate such bank accounts in the name of the Group as it sees fit.