

PROCEDURAL DOCUMENT

STANDING ORDERS

(To be read in conjunction with the Constitution of the Society)

Based on scrutiny of
SASA National Committee Meeting Minutes
1961 - 1995

1. NATIONAL COMMITTEE

1.1 Election of new National Committee (See Section 6 of Constitution)

1.1.1 Nominations

1.1.1.1 From 1992 the National Committee is elected biennially. The term of office runs from 1 May in the election year until 30 April in the subsequent election year.

1.1.1.2 Before the end of January in an election year, the Secretary shall invite all members to submit nominations of professional members for election to the National Committee. The invitation shall consist of an explanatory letter, a nomination form and a list of all professional members. [see Annexure A]

1.1.1.3 Each member may submit up to six nominations of professional members, which must be received before a date set by the Secretary.

1.1.1.4 A separate nomination form is to be completed in respect of each nomination. Photocopies and fax transmission copies are acceptable.

1.1.1.5 Only members who are in good standing may make nominations or be nominated. The Secretary/Treasurer shall check the standing of the nominator/nominee against the ledger for payment of membership fees and disqualify the nomination if either the nominator or nominee has not paid membership fees for the current year.

1.1.1.6 The nominee must also sign the nomination form, confirming his/ her availability and willingness to comply with conditions indicated on the form. The nominee must also provide a brief career sketch and statement on the skills or vision he/she can bring to the National Committee (not exceeding 150 words).

1.1.2 Election

1.1.2.1 On the basis of the valid nominations received, the Secretary will compile a ballot paper. The career sketches /statements of candidates will be distributed with the ballot paper on a separate sheet.

1.1.2.2 Each ballot paper will be stamped with the Society's stamp to ensure validity.

1.1.2.3 The closing date for the return of ballot papers shall not be later than 30 April.

1.1.2.4 Each member may vote for up to six candidates. If more than six votes are cast, the ballot paper is regarded as spoilt.

1.1.2.5 The outgoing National Committee will appoint any two office-bearers to count the votes.

1.1.2.6 Record of the votes shall be placed on the appropriate file.

1.1.2.7 The outgoing Secretary shall advise each new committee member of his/her election. The incoming Secretary shall notify all members of the outcome of the election.

1.1.3 Executive

1.1.3.1 A committee, consisting of the chairman or vice-chairman, together with the secretary and treasurer, will form an executive, or "dagbestuur", to deal with matters of urgency and report back to National Committee. [July 17 1961]

1.1.3.2 Section 6 (c) of the constitution stipulates that a person "may not fill the position of Chairman for more than one continuous full term". It was agreed that the key adjective was "full" and that the provision should be interpreted to mean that a person cannot hold two or more full terms continuously. The exceptional circumstance of a person being appointed chairman owing to the non-completion of the term of office of the previous incumbent, should not disqualify the chairman from a further consecutive full term of office. [January 27 1993]

1.2 Committee meetings

1.2.1 Minutes of last meeting of previous committee

The minutes of the last meeting of a committee will be circulated among the members of that committee as well as the members of the newly elected committee for their information. [July 20 1963]

1.2.2 Agenda

Provision will be made for Finance in the agenda of the National Committee as a standing arrangement. [January 27 1993]

1.2.3 Branch representation

Because there is no provision in the constitution and meetings are often held at short notice, branch committees cannot be represented on the National Committee. [May 21 1986]

1.2.4 Branch access to minutes

It would be impractical to provide branch committees with copies of National Committee minutes. It should also be unnecessary as the major decisions taken during the year are distributed amongst members annually [May 21 1986] by way of the chairman's report [Constitution, Section 7]

1.2.5 Minutes of first meeting of new committee

At the first meeting of each new committee the following will be minuted:

- a. List of committee members and their assigned portfolios
- b. Names of signatories
- c. Members elected to Executive for dealing with matters of urgency
- d. Name of auditor
- e. Names of co-opted members (if any) and their assigned portfolios.

If no members are co-opted at the first meeting, their co-option at a later date must be minuted at that time.
[December 9 1993]

1.2.6 Minutes

1.2.6.1 As soon as the names of the members elected to branch committees are received their names will be minuted by the National Committee.

1.2.6.2 The names of all new members approved, and their membership status, will be minuted.

1.2.6.3 The names to be deleted from the membership list, i.e. members who have resigned, died or are defaulters (2 year non-payment of subs), will be minuted.

1.2.6.4 All suggested alterations to the Constitution forwarded to members for voting will be minuted in full, as well as the outcome of each vote. [December 9 1993]

1.2.6.5 All committee members are to keep each other informed as to any developments in the archival field which may have been brought to their attention. [October 14 1994]

2. S A ARCHIVES JOURNAL:

2.1 Financial control

2.1.1 Tenders

The editor is not compelled to call for tenders for the publication of the Journal. If tenders are called for, he/she is also not compelled to accept the lowest tender, provided there is sufficient motivation therefor. He/she is entrusted with acquiring the best possible publication agreement. [July 12 1962, June 6 1969] The Executive / "Dagbestuur" will approve the editor's recommendation [December 9 1993]

2.1.2 Advertisers & donors

When advertisers are approached for contributions to the Journal, they may be asked to donate an amount as an alternative. Where donations are received, the names of the donors will be mentioned in the Journal. [May 29 1979]

2.1.3 Articles

No compensation will be paid for any contribution accepted for publication. [June 6 1969]

The Editor must consult with the members of the editorial committee in the planning of an issue; he must submit articles received to the committee members for comment; and he must submit the final compilation to them for approval. [May 16 1994]

2.1.4 Complimentary copies

The distribution of complimentary copies of the Journal to Archives Libraries will be discontinued. These libraries will henceforth have to subscribe to the Journal. [May 23 1989]

2.2 Reviews/Lists

2.2.1 Review Exceptions

Reviews of a purely historical nature will not be published. The Journal will henceforth concentrate on the use of archival sources when reviewing historical works. [July 29 1980]

2.2.2 List of research projects

No list of researchers and research projects will henceforth be included in the Journal. [July 29 1980]

2.3 Language

2.3.1 The preferred language is English. The framework and the Society news will be in English and Afrikaans. [May 22 1995]

2.3.2 The editorial will be published in English only. [May 22 1995]

2.3.3 The branch news will be accepted in any of the eleven official South African languages. [May 22 1995]

2.3.4 In the case of full-length articles, the editors may exercise their discretion and consult writers of articles in other languages regarding their translation into English, if desirable.

2.3.5 Where articles are in languages other than English, an English summary will be published. [May 22 1995]

2.3.6 The language policy will not be published in the guidelines for contributors. [29 April 1993, 14 May 1993, 15 July 1993]

3. FINANCE

3.1 Annual Statements

3.1.1 Financial Year

The financial year of the Society runs from April 1 to March 31 and audited financial statements must be submitted not later than April 30 to the committee for approval. [Constitution]

3.1.2 Statement Format

The financial statements of one year will also reflect, for the sake of comparison, those of the previous year. [August 9 1967]

All conference profits should be listed as a separate item on all statements and held in trust for future events. [January 30 1995]

3.2 Budget

An annual budget of projected income and expenditure should be prepared for the information of the National Committee, to be tabled at the first meeting of a financial year. [May 30 1990]

Budgets should make provision for inflation on expenditure. [January 30 1995]

3.3 Signing Powers

Four persons are to be given signing powers for the withdrawal of moneys from the Society's bank accounts. The names of the persons so

authorised will be minuted at the beginning of each financial year - or when altered. [August 30 1990; September 1 1992]

3.4 Membership

3.4.1 Fees

Membership fees should be reviewed annually to prevent inordinate fee increases on a periodic basis. The covering of Journal costs is a minimum requirement. [March 15 1985; January 15 1992; January 27 1993; December 9 1993]

3.4.2 Non-payment of membership fees

3.4.2.1 Reminders are to be sent out to members who have not paid membership fees by the middle of the financial year.

3.4.2.2 A list indicating the years for which members owe fees shall be prepared for use during the distribution of S A Archives Journal. Members who owe only the current year's fees will receive a copy of the Journal together with a second invoice. Where a member owes more than one year's fees, the Journal will not be supplied. Instead the Editor will send a form letter explaining that the Journal cannot be supplied until the member has paid his/her fees.

3.4.2.3 Where a member owes more than two years' fees, the Treasurer will send him/her a letter indicating that unless payment is forthcoming, his/her membership will be terminated. [September 16 1993]

3.5 Value Added Tax

It is not necessary for the Society to register for VAT purposes. [October 30 1991]

3.6 Monthly reconciliations

A monthly reconciliation is to be tabled. [May 16 1994]

4. ADMINISTRATION

4.1 Filing

A filing system for the National Committee, implemented in March 1993, is to be managed by the Secretary according to instructions contained therein. [December 9 1993]

All correspondence, etc undertaken by members of the National Committee must be transferred to the Secretary for filing. [October 14 1994]

5. BRANCHES

5.1 Responsibilities

Branch Committees are responsible for Society matters at a local or provincial level, while the National Committee serves to co-ordinate matters at national or international levels. The National Committee shall not encroach on the domain of branch committees. [Jan 27 1993]

If branches wish to join any organisation etc which operates on a regional basis, approval must be obtained from their members and details of the organisation must be submitted to the national committee for approval.

All approaches to join an organisation which operates on a national basis must be referred to the National Committee. [October 14 1994]

5.2 Members

All members of the Society will automatically become members of the branches in their geographical areas. Foreign members will, unless they request otherwise, become members of the branch nearest to where they reside, which in most cases will be the Transvaal branch. [January 27 1993]

5.3 New branches

The decision to establish new branches does not lie with the National Committee. Local conditions to dictate - see Constitution Section 11 (a) [May 16 1994]

6. MEMBERSHIP

6.1 General

6.1.1 Membership of the Society is open to all who support the objectives of the Society

6.1.2 Applications for membership shall be submitted to the Secretary of the National Committee on the prescribed form. It is essential that applicants supply information on their practical professional archival experience to facilitate classification of their membership

6.1.3 A member of the National Committee shall be appointed to be responsible for dealing with membership matters, maintaining the master copy of the membership list and updating it regularly. Updated copies should be supplied to branch committees.

6.1.4 The National Committee member responsible for membership shall process and reply to all applications immediately. Where membership classification is clear-cut according to the criteria indicated below, the member responsible may finalize the application. Only exceptional cases are referred to the National Committee for a decision. One copy of the constitution and Professional Code shall be sent to each new member together with a letter of welcome, which also indicates the membership classification.

6.2 Classification

New members shall be classified according to the criteria outlined in the Constitution.

6.2.1 The rules for professional membership are defined in Section 5 (a) (ii) of the Constitution.

6.2.2 The National Committee has defined "*proven practical professional experience in the archival field*" as contained in the above definition to mean:

"Persons who hold a degree plus at least three years' experience in an acknowledged archival preservation institution where he or she rendered or renders professional work regarding the preservation, care, processing and retrieval of archives. Other deserving cases will be considered by the National Committee."
[January 17 1992; May 5 1992]

6.2.3 An applicant may be classified as a professional member if he/she fulfils the requirements in either par 6.2.1 or par. 6.2.2 above.

6.2.4 Where a new member does not automatically qualify for professional membership, it shall be left to the member to initiate a reconsideration of his/her classification. [September 29 1993]

6.2.5 Where a member without a university degree or professional archival qualification desires professional classification, he/she should have at least six years' experience of professional archival work as defined in par 6.2.2 above before he/she can be considered for professional membership. To enable the National Committee to take a decision on the member's classification, his/her manager must submit full details of the professional work performed by the person, indicating the periods concerned.

6.2.6 Members may be classified as ordinary members even though they qualify as professional members, should they so wish. [September 29 1992]

6.2.7 Individuals who do not qualify for professional membership shall be classified as ordinary members. [January 27 1993]

6.2.8 The rules for institutional membership are defined in Section 5 (a) (iv) and Section 6 (a) (ii) of the Constitution. Corporate membership does not confer the rights of personal membership on all archivists in the service of a corporate member. Such membership confers one vote and such members will receive one copy of the Society's publications. [January 17 1992; May 5 1992]

6.2.9 The rules for honorary members are defined in Section 4 of the Constitution. The Treasurer shall remember that honorary members do not pay fees.

6.3 Archives Commission

The Secretary shall check annually in April the names of the members of the Archives Commission and invite those who are not members of SASA to join.

6.4 Finance

See par 3.4

7. SASA PRIZE

The option to award the prize, or not, in a particular year rests with the National Committee. [November 18 1983]

The prize will be awarded to the person considered to have made the best contribution to the profession during the year, by way of articles, papers presented, publications, films, etc. [June 29 1994]

The manner and time of handing over the SASA prize will be determined by the Committee in office. A letter of congratulation will be sent to the recipient as soon as the Committee has made its decision and the prize-winner will be announced in the next edition of *Archives News*. [April 3 1985]

8. PERIODIC REVIEWS

8.1 EBSCO agreement

For review 1998. [January 30 1995]

updated Feb 1996