



# By-Laws of the Australian Law Librarians' Association (South Australian Division) Incorporated

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# By-Laws of the Australian Law Librarians' Association (South Australian Division) Incorporated

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## 1. Defined Terms

In these By-Laws, unless the contrary appears:

**Act** means the *Associations Incorporation Act, 1985* (as amended)

**Committee** means the committee of management comprising Executive and Ordinary Committee Members as described in Rule 6.2

**Division** means the Australian Law Librarians' Association (South Australian Division) Incorporated

**Divisional Disbursement** means, with respect to a member of the National Association, a payment made or to be made by the National Association to a state based law librarians' association that is calculated as a portion of the relevant member's subscription fee for membership to the National Association.

**Executive Member of the Committee** means any of the President, the Secretary, the Treasurer or the Membership Secretary

**General Meeting** means a general meeting of the members of the Division convened in accordance with these Rules, and includes an Annual General Meeting and a Special General Meeting

**Member** means a person who is a member of the Division in accordance with the Rules in any category and whose subscription fees have been paid

**National Board** means the board of management of the National Association

**National Association** means Australian Law Librarians' Association Limited

**Regulations** means the *Associations Incorporation Regulations 2008 (as amended)*

**Rules** means the Rules of the Division

## 2. By-Laws

- (a) The Committee will prepare and maintain and have custody of the By-Laws of the Division. The By-Laws will assist the Members, the Committee and the Division's committees, if any, to fairly deal with questions and procedures not fully dealt with in its Rules.
- (b) The By-Laws may be reviewed from time to time by the Committee and may be altered, rescinded and replaced by substitution by resolution of the Committee at any time so long as the changes to the By-Laws are approved by the Members at the next following General Meeting.
- (c) Once prepared, a copy of the By-Laws will be made available to every member of the Division on request.

- (d) The By-Laws will bind the Division and every member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all of the provisions in the By-Laws.

### **3. Chairperson: duties**

The President will be the Chief Executive Officer of the Division and will also be the Chairperson of all General Meetings and committee meetings. The President will have the general active management of the business of the Division and will see that all orders and resolutions of the Committee are carried into effect.

#### **3.1 Promoting the objects of the Division**

To embody the principles of the Australian Law Librarians' Association (South Australian Division) Incorporated Rule 3 Objects and Purposes.

#### **3.2 Chairing Meetings**

- (a) To liaise with the Secretary to ensure that the agenda for meetings is produced prior to the meeting;
- (b) to chair the meeting according to accepted meeting procedure;
- (c) to produce any correspondence, written or email, to be recorded by the Secretary;
- (d) to raise national issues which require local input and feed that information back the National President and /or the National Board;
- (e) to be involved in any national projects which require South Australian input or perspective and report the results back to the Committee and the Division.

#### **3.3 Chairing General Meetings**

- (a) To liaise with the Secretary to ensure that the date of the General Meeting (whether a General Meeting or Annual General Meeting) and accompanying documents are sent to all members within the time period outlined in the Rules;
- (b) to ensure that the General Meeting proceeds according to accepted meeting procedure.

#### **3.4 Leadership role**

- (a) To represent the Division at any seminar, conference or any other speaking engagement which requires information regarding the law library profession;
- (b) Represent the Division at any meeting of the National Association as required, and at any other function as the official representative of the Division.

### **4. Secretary: duties**

Appointment of Officeholders to the Committee usually takes place during the first meeting of the year. Once the Secretary is appointed, in addition to the duties set out in the Rules, the following duties apply.

#### **4.1 Minutes**

- (a) Minutes must be taken at each meeting. This includes apologies, noting correspondence and recording of general discussion of agenda items.
- (b) A copy of the minutes must be distributed after each meeting. Copies are emailed to all members of the Committee within seven (7) days of the meeting in accordance with the Rules.

- (c) Minutes are taken at the Annual General Meeting or General Meeting and copies of all reports presented are collected.
- (d) Minutes of the Annual General Meeting or General Meeting are distributed with the agenda for the upcoming meeting. (ie they are distributed 12 months after the meeting).

#### **4.2 Agenda**

- (a) Preparation of the meeting's agenda is usually prepared in consultation with the Chairperson.
- (b) A copy of the agenda is emailed to Committee members several days before the meeting to serve as a reminder.

#### **4.3 Correspondence**

- (a) The Secretary will record any correspondence that is forwarded by the Chairperson, including any updates and letters from the President of the National Association.
- (b) As many messages come in email format, the Secretary should set up an email distribution list of the Committee members so that the information can be forwarded on quickly and easily.

#### **4.4 Divisional recipient**

The Secretary will act as the recipient of responses or returns when the Committee has requested a response from the Division's members; for example responses from surveys or applications for bursaries.

#### **4.5 General**

- (a) As a member of the Committee, the Secretary will be expected to attend meetings and make a positive contribution to the running of the Division.
- (b) The Secretary will
  - (i) assist the President with tasks where required to do so;
  - (ii) keep copies of official minutes and files generally; and
  - (iii) perform any other general secretarial duties which may apply.

### **5. Membership Secretary: duties**

In addition to the duties set out in the Rules, the following duties apply to the Membership Secretary.

#### **5.1 Membership list**

The Membership Secretary will:

- (a) maintain a list of current members and update as required;
- (b) ALLA-SA E-list - maintain an email distribution list of current financial members for the ALLA-SA E-list;
- (c) ALLA-SA Alumni list – maintain a distribution list for former members who have retired, moved into another area of professional work or moved away. Information regarding joining the list will be publicised on the website. Inclusion on the list will be at the discretion of the committee. Communication will be limited to social and networking events and the SALL Bulletin;
- (d) Maintain any other distribution lists as decided by the committee from time to time.

## **5.2 Correspondence and mail outs**

- (a) Distribute notices which have been prepared by Committee members to all financial members via the ALLA-SA E-list;
- (b) Distribute SALL Bulletin and notices of social events to the Alumni list.

## **5.3 Renewal Notices**

- (a) At the beginning of the financial year, renewal notices will be sent out from the National Association.
- (b) As required, the Membership Secretary may send out further reminder notices for membership renewals.

## **5.4 New inquiries**

The Membership Secretary will send out forms during the year in response to inquiries from potential new members.

## **5.5 Division Membership Directory**

- (a) A minimum of one directory is to be distributed to members each year
- (b) Once membership renewals have been received, details are entered in the directory. Details are then checked with members and the directory is then distributed to the members (usually via email or posted to those without an email account).

## **6. Treasurer: duties**

The Treasurer will handle the financial affairs of the Division and report to the Committee on financial matters. In addition to the duties set out in the Rules, the following duties apply to the Treasurer.

### **6.1 Bank records**

- (a) After the election / appointment of the new Committee, the Treasurer is required to amend relevant bank records.
- (b) A new Club / Society etc. “nominated signatories” card must be completed, with the details of the Treasurer and other signatories to the account (usually the Chairperson and the Secretary).
- (c) A Financial Transaction Report Act Verification Statement is to be completed for all signatories. This form is then submitted at the bank with photocopies of relevant documents verifying identity, together with the “nominated signatories” card.

- (d) The bank's current details are:-

Bank SA - Pirie Street Branch

BSB 105-132

A/C No 488549840

Signatories     President

                          Secretary

                          Treasurer

- (e) The bank is to be advised of a new Treasurer’s address for forwarding of bank statements and account stationery.

## **6.2 Record of Transactions**

- (a) A record of transactions is accessible online through internet banking, via the Bank SA website <http://www.banksa.com.au>. The Treasurer will keep a record of login and password details for internet banking access with the financial records for the Division.
- (b) The Treasurer will obtain the transaction history, via internet banking, for the period from the last bank reconciliation prior to each Committee meeting.

## **6.3 Presenting financial summaries**

- (a) A summary of income and expenditure for the previous period is presented by the Treasurer at each Committee meeting, along with a year-to-date statement of receipts and payments.
- (b) An annual statement must be prepared for presentation at the Annual General Meeting, and must be officially audited as required by the Rules.

## **6.4 Subscription fees & Divisional Disbursement**

There are no subscription fees for membership of the Division. In accordance with Rule 5.1 of the Rules, a person becomes a member of the Division upon the person being admitted as a member of the National Association, that person selecting the Division as relevant state based association to receive the person's Divisional Disbursement and the Division receiving its Divisional Disbursement with respect to that person. The Treasurer will receive information from the National Association regarding the number of Members for the financial year that have selected the Division as the relevant state based association to receive their Divisional Disbursement and the corresponding amount of each such Members' Divisional Disbursement.

## **6.5 Advertising in SALL Bulletin**

- (a) Invoices are sent to publishers for advertising in the Bulletin (if the Committee agrees to this).
- (b) On receipt of such payments, receipts are written and sent, and notification is forwarded to the SALL Bulletin editor.
- (c) Annual charges for advertising are determined by the Committee.

## **6.6 Banking - deposits**

- (a) The Treasurer will receive and bank any deposits from:
  - (i) Membership divisional disbursements;
  - (ii) professional development functions;
  - (iii) Christmas function;
  - (iv) conferences;
  - (v) any other source of income.
- (b) All receipts will be recorded in the receipt register and in the monthly report.

## **6.7 Banking - payments**

- (a) The Treasurer will write out cheques or transfer funds electronically for:
  - (i) professional development functions;
  - (ii) Speaker's gifts;
  - (iii) any other expenses incurred by the Division.
- (b) All payments will be recorded in the payment register and in the monthly report.

## **6.8 General**

- (a) As an Executive Member of the Committee, the Treasurer will attend all Committee meetings and participate fully in the conduct of all matters associated with the operation of the Division.
- (b) The Treasurer will receive and communicate any correspondence received from the bank.

## **7. Non-Executive Committee Responsibilities**

### **7.1 Professional Development Coordination**

CPD or professional development is the responsibility of the Committee to organise and responsibilities include:

- (a) Organisation of “Law for Law Librarians” and other functions for members.
- (b) Either contacting the prospective Speaker / Presenter or contacting the Speaker / Presenter through an intermediary to make initial request for presentation.
- (c) Arranging venues for professional development functions
- (d) Arranging for flyers to be sent to the members.
- (e) Receiving responses from flyers as to those who will be attending.
- (f) Arranging for a gift for the Speaker / Presenter of the function.
- (g) Arranging for drinks and / or food for members at the function.
- (h) Presenting a gift the Speaker / Presenter with thanks on behalf of the Division.

### **7.2 Social Functions Coordinator**

The Committee also has a responsibility to organise social functions and duties of this role include:

- (a) Regular social events.
  - (i) The Committee will set a calendar of dates for social events for the year.
  - (ii) The Social Functions Coordinator will:
    - book the venue
    - obtain copy of the menu for distribution
    - email a flyer to the membership, including details of the event and a copy of the menu where possible
    - send reminder emails to members the day before the event; and
    - confirm the numbers with the venue.
- (b) Christmas Function
  - (i) The Committee will choose a date and make suggestions for the venue which will be followed up by the Social Functions Coordinator.
  - (ii) The Social Functions Coordinator will:-
    - obtain example menus and prices from the suggested venues and present these to the Committee



- book the venue
- arrange for the deposit to be obtained from the Treasurer and paid to the venue
- email a flyer to the membership, including details of the event and a copy of the menu where possible
- collect responses and money from members who will be attending
- forward money to the Treasurer.

### **7.3 Publishers' Liaison Consultant**

- (a) To mediate between Librarians and Publishers to ensure outcomes that satisfy both parties, where initial negotiations between individual Librarians and Publisher(s) have broken down; including to:
  - (i) talk to individual Librarians concerned in order to ascertain the nature and extent of the issue;
  - (ii) to talk to the Publisher/s, outlining the issue and letting them know how the Librarian/s want the issue to be resolved.
  - (iii) if required, to contact the Librarian/s again to outline the resolution/s of the Publishers;
  - (iv) if necessary, to bring parties together to discuss the issues raised.
- (b) The Publishers' Liaison Consultant will notify Librarians of printing problems; for example pages missing or the incorrect order in publications.

### **7.4 SALL Bulletin Editor(s)**

The Editor(s) will produce a Bulletin that reflects the philosophies and goals of the Division, including:

- (a) ensuring that the Bulletin is accurate and coherent
- (b) collating articles received from Division members
- (c) editing articles to ensure use of correct grammar, spelling and syntax, without changing the context
- (d) allowing contributions to the Bulletin in accordance with the guidelines for contribution outlined in Schedule 4
- (e) distributing the finished product electronically through the Divisional Mailing List.

### **7.5 Website Coordinator(s)**

The Website Coordinator(s) will be responsible for updating the content on the South Australian State Division pages of the ALLA website, and for sending updates to the National Website Coordinator for South Australian content to be uploaded onto non-South Australian State Division pages. The Website Coordinator(s) will also be responsible for uploading the Committee minutes and agendas to the South Australian section of the ALLA website.

### **7.6 ALIA Specials Representative**

The ALIA Specials Representative acts as a liaison for ALLA (SA) with the ALIA Specialist Information Professionals Group and:

- (a) reports to the ALIA Specialist Information Professional Group about the events and issues occurring in the ALLA (SA) Association

- (b) promotes, where relevant, joint events that benefit the members of each Association.

## **7.7 ALLA (SA Division) Holdings List Coordinator**

The Holdings List Coordinator is responsible for the compilation of the ALLA Holdings List and is the contact person for any changes to holdings. The Holdings List Coordinator will review the amendments received each year and make recommendations to the Committee on the timing of new holdings lists.

## **7.8 Subject Index to South Australian Legislation Coordinator**

The Subject Index to South Australian Legislation Coordinator is responsible for the SISAL Sub-Committee. The SISAL Coordinator is responsible for reporting to the Committee and for updating the index on a regular basis. The SISAL Coordinator is also responsible for ensuring that SISAL updates are added to the National ALLA website.

# **8. Membership**

- (a) Membership entitles you to:

- membership of the Australian Law Librarians' Association
- membership of the ALLA (SA Division)
- subscription to the electronic version of the SA Law Librarians' Bulletin
- attendance at ALLA (SA Division) professional development and social functions (the Committee may occasionally request a small contribution towards catering)
- invitation to the ALLA (SA Division) Christmas Dinner
- notification of all relevant ALLA (SA Division) functions and initiatives
- current membership directory

- (b) Full Members also have voting rights at General Meetings of ALLA (SA Division), and ALLA Ltd, and are eligible to be nominated to the SA Committee or National Association Board.

# **9.**

- (a) Membership fees will be determined by the National Association in consultation with and with the written agreement of the Divisional Presidents.

# **10. National Association**

## **10.1 Background**

- (a) The National Association has been in existence since 1969. It is active in promoting law librarianship and supporting people working in law libraries and related fields. It provides an opportunity for professional development, networking and socialising with members of the Association. It is also active in advocacy and lobbying and runs a biennial conference.
- (b) The National Association is a company limited by guarantee. It is comprised of divisions in the states and territories, the members of which form the membership of the National Association. The National Association determines the fees that must be paid to become a member of the National Association. Each person who applies for membership with the National Association must select a state based law librarians' association to receive their Divisional Disbursement. A person will then become a member of the relevant division that they select to receive their Divisional Disbursement provided certain other criteria are

met. Each division then receives an annual amount from the National Association calculated on the number of the National Association's members that nominate that division to receive their Divisional Disbursement. Each division is involved in a number of activities to provide a support network for its members. The National Board coordinates in matters of mutual concern to all members.

- (c) The Committee in each division (including this Division) organises relevant events that promote professionalism in law librarianship. Participation and support in Association organised events provide the opportunities in which to network with others working in the same or similar areas and to meet professionals working in the same milieu.
- (d) Only financial members are able to vote in the National Association's elections. Non-members may participate in National Association events, at an increased cost.

## 10.2 ANZ-law-librarians list

- (a) The National Association has a national email list for the purposes of discussion, dissemination of information and some advertising of information likely to be of national interest.
- (b) To subscribe, unsubscribe or elect to have messages digested, visit the ALLA website. Messages to the list should be emailed to [alla-anz@vicnet.net.au](mailto:alla-anz@vicnet.net.au).
- (c) The list is presently administered by the National Website Coordinator and is governed by a Code of Conduct.
- (d) Any member wanting to be informed about the local division and its events can join that Division's email list. Visit the ALLA website for further information.

## 10.3 Website

That National Association has a web presence at [www.alla.asn.au](http://www.alla.asn.au). It includes pages for each division, information regarding membership, professional development, conference and the Australian Law Librarian Journal.

These pages can be accessed via links on the website. The Website Coordinator is listed on the website.

## 10.4 Journal: Australian Law Librarian

- (a) The *Australian Law Librarian* ('Journal') is the official journal of the National Association. Published quarterly, it contains articles of interest to those working within the legal librarianship and publishing fields. It also provides a vehicle for information sharing amongst Divisions of the National Association as well as serving as a forum for discussion of issues related to legal publishing.
- (b) The Journal comprises articles, columns, news of the Divisions, book reviews and items of interest to law librarians and knowledge managers in the legal community.
- (c) Subscription details and information for contributors is available on the National Association's website. Subscriptions to the journal are not tied to membership subscriptions, so members must subscribe to the Journal if they wish to receive it.

## 10.5 Salary Surveys

- (a) The National Association commissions occasional salary surveys of librarians, technicians and assistants working in the legal industry.
- (b) Copies of the survey are distributed to all members.

## **10.6 Bursaries**

- (a) The National Association awards an annual scholarship for a member to attend an international conference of their choice. The bursary is advertised on the ANZ-law-librarians list, and on the website.
- (b) The Division may provide bursaries for its members to attend training and/or conferences and symposia at its discretion. These are administered directly by the Division.

## **10.7 Continuing professional development (CPD)**

The National Board provides the membership with the opportunity to attend international conferences through the provision of scholarships (see preceding section). Each division conducts professional development activities throughout the year.

## **10.8 Conferences**

**Australian Law Librarians' Conference:** this is a biennial event that focuses on issues relating to law librarianship, knowledge management, professional development and other topics of interest to law librarians. Information about the Conference can be found on the National Association's website.

# Schedule 1 - Code of conduct for ALLA-SA E-list

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## **Aim**

The aim of the e-list is to provide a vehicle for members of the Australian Law Librarians' Association, South Australia Division (ALLA (SA Division)) to share information and ideas. It is anticipated that the e-list will be used to:

- distribute ALLA (SA Division) agendas, minutes, Professional Development announcements and flyers;
- provide a forum for members to seek assistance with reference queries, particularly in relation to South Australian resources;
- to discuss any other issues, relating to law libraries and law librarianship.

## **Membership**

- Anyone who is a Member of the Australian Law Librarians' Association (SA Division) may join.

## **Content**

- All communication must be professional and courteous - list members must be assured that their comments will be treated with respect
- Messages should be brief and to-the-point
- Messages should include a descriptive subject line
- When sending information to the list, please ensure you include your name, organisation (if applicable) and address to assist those who may wish to reply to your message
- Some background information should be provided as not everyone has the same knowledge of an issue
- Messages should be proof-read for spelling and grammar, etc before sending
- It is preferable not to have messages with images or large attachments attached as some network administration systems block their receipt
- Reference requests or requests for assistance should include a list of the sources already checked
- The list is not to be used as a resource of first resort for inter-library loans, however urgent. Standard methods should be attempted first. Requests for loans or copies should include a clear statement of the sources already checked
- Notices about job vacancies are acceptable on a once-off basis
- The list is not to be used for advertising or commercial purposes
- Publishers may use the e-list to inform subscribers of a significant new development, eg, a software update or change in company policy, of the availability of a product and of any special offers, eg, free trials
- People offering professional services can place a one-off notice on the list with brief details of the services offered.

## **Administration**

- If changing employment, unsubscribe before you leave

- If your email address changes at any time, please unsubscribe with the old address and resubscribe with the new one
- If going on leave, please unsubscribe beforehand. Please do not use 'Out of the office' messages for absences while subscribed to the list
- This is a closed discussion list; all new subscription requests are automatically forwarded to a moderator for approval

# Schedule 2 - Bursaries - guidelines for selection of candidates for national conference scholarships

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## **AUSTRALIAN LAW LIBRARIANS' ASSOCIATION (SOUTH AUSTRALIAN DIVISION) INCORPORATED**

### **BURSARIES**

#### **GUIDELINES FOR SELECTION OF CANDIDATES FOR NATIONAL CONFERENCE SCHOLARSHIPS**

##### **PART 1: SELECTION CRITERIA**

###### **Essential**

- Current membership of ALLA (SA Division) (Full membership category).
- Commitment and participation in, and understanding of ALLA (SA Division) social and professional development activities.
- Ability to act as an ambassador at the national ALLA conference on behalf of the ALLA (SA Division).
- Ability and willingness to present at the ALLA (SA Division) conference feedback session, and provide a report for the ALLA (SA Division) Bulletin.
- Excellent verbal and written communication skills.
- Appropriate qualifications and experience.

###### **Desirable**

- Varied experience in law librarianship.
- Publication or presentation of a paper, at a state, national or international level.
- Has not received this scholarship in the past five years.

###### **Selection Panel**

The panel shall comprise three to five available members from the ALLA (SA Division) Committee. Any committee members who apply for a particular scholarship shall withdraw from the panel for the duration of the selection process. The panel will coordinate the selection process and inform the applicants of the result. The result will be announced on the alla-sa e-list and published in the ALLA (SA Division) Bulletin.

###### **Promotion**

Conference scholarships will be advertised on the alla-sa e-list and the SA State Division section of the ALLA website.

###### **Rules**

Preference will be given to applications by members who have not previously been awarded a bursary from the ALLA (SA Division) in the past five years.

Late and incomplete applications will not be accepted.

The decision of the panel will be final.

In the event that the successful applicant is unable to attend the conference, the awarded bursary money is to be reimbursed to the Australian Law Librarians' Association (SA Division) within 60 days of the completion of the annual ALLA conference.

## **Part 2 APPLICATION DETAILS**

Applications for conference scholarships organised by the ALLA (SA Division) must include a clear statement of no more than 1000 words addressing the selection criteria listed in Part 1.

**Applications should also include the following details:**

### **Personal**

Name

Address

Phone, fax and email address

Present position title; brief job description; and positions held previously

### **Qualifications**

Award title and year conferred

Name and address of awarding institution

### **Publications**

All relevant details (do not send any attachments)

### **Referees (x 2)**

Name, position and work contact details

### **Format**

Applications must be submitted by email to the President of ALLA (SA Division) *[insert President's name and contact details here]*.



# Schedule 3 - South Australian Law Librarians' Bulletin - guidelines for contributors

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## **Australian Law Librarians' Association (South Australian Division) Inc.**

### **South Australian Law Librarians' Bulletin guidelines for contributors**

The ALLA (SA) bulletin is generally published four times per year February, May, August and November. Submissions are welcomed, and sometimes solicited. If you would like to contribute an article to the bulletin, please contact any of the editorial team to discuss. Editors encourage all members to contribute articles to the bulletin. Contact details for the ALLA (SA) Bulletin Editors can be found at the ALLA website ([www.alla.asn.au](http://www.alla.asn.au))

The editorial committee should commission contributions in such areas as:

- Continuing education
- Professional development
- Management
- Resources provision
- Collection development
- Inter library loan policy
- Technological developments
- Legal research
- Cooperation between libraries

### **Deadlines**

Please ensure that articles are received by the editors prior to the deadline for contributions, to ensure that they do not need to follow up on non-receipt of articles.

### **Audience**

Articles are written for ALLA (SA) members, but may be viewed by a far wider audience.

### **Timing**

Please be aware of when the bulletin will be published. This may affect whether an event / issue is written about in the present, future or past tense. If notification of an event is to be included in the bulletin, please ensure it is announced in a bulletin prior to the date of the event. In addition, if writing of an event that has past please ensure that the write-up is included in a bulletin as soon as possible after the event.

### **Photographs**

Photographs submitted to the editors, to be included in the Bulletin, must be sent to the editors as a jpeg file. Your picture may be edited to ensure it fits within the available space. For privacy reasons, the editors will try to ensure that permission is given by the people in the pictures before publication.

### **Quality control**

The editors cannot give a guarantee of publication. Your article may be edited to ensure it fits within the space available. Small alterations such as spelling or grammar corrections may be made without consultation of the author, however if a major restructure is carried out by one of the editors, there must be a consultation with the author.

# Schedule 4 - Proxy voting form

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## Australian Law Librarians' Association (South Australian Division) Inc.

### APPOINTMENT OF PROXY

I, \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Address)

being a Full Member of the Australian Law Librarian Association (SA Division) Inc. hereby appoint

\_\_\_\_\_ (Name of Proxy Holder)

being a Full Member of the Australian Law Librarian Association (SA Division) Inc.

to vote as my proxy at the *[Annual or Special]* General Meeting of the Australian Law Librarian Association (SA Division)

to be held on, *[insert date of meeting here]* and at any adjournment thereof.

My proxy is authorised to vote *in favour of/against\** the following motion:

Resolved that the amendments to the *[insert Rules and/or By-Laws]* as set out in the schedule attached to the Notice and Agenda are ratified and incorporated into the By-Laws of the ALLA (SA Division) Inc.

\_\_\_\_\_  
(Signature of member appointing proxy)

Dated this            day of            *[insert year]*.

Every person entitled to vote at a general Meeting may appoint any other person eligible to vote (including the Secretary) to be his/her proxy to vote on his/her behalf (Rule 7.4 of the Rules of the ALLA (SA Division) Inc). The written appointment of proxy shall be delivered to the Secretary not less than 24 hours before the time of the Meeting. Proxy forms may be sent to the Secretary as follows:

*[insert Secretary name, postal address, email here]*

Please ensure that you tell the person who you appoint as your proxy that you have done so.

\* Delete whichever is not appropriate

# Schedule 5 - Guidelines for gift giving

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## **Australian Law Librarians' Association (South Australian Division) Inc.**

These guidelines are to assist the ALLA (SA Division) Committee recognise certain events in the lives of its members in a fair and equitable manner.

The amount to be spent on gifts will be at the discretion of the Committee and will not exceed the equivalent of one full annual membership.

Occasions such as engagements, weddings, birthdays, and the birth of a child will not be recognised by the Committee on behalf of its members.

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