

ASSOCIATION OF SOUTHERN AFRICAN INDEXERS AND BIBLIOGRAPHERS (ASAIB)

CONSTITUTION 2022

(Amendment of Constitution dated 2013)

(Amendment of Constitution dated August 1993)

1 NAME

The name of the Association is: *Association of Southern African Indexers and Bibliographers* (hereafter the Association).

2 AFFILIATIONS

2.1 The Association is affiliated to the international Society of Indexers (United Kingdom).

3 OBJECTIVES

To promote throughout Southern Africa all aspects of bibliographic activity and indexing, by means of lectures, discussions, workshops, conferences, training, publications, or any other appropriate activities.

4 MEMBERSHIP AND SUBSCRIPTIONS

- 4.1 Membership is open to any person engaged in bibliographic and indexing activities, or to any person interested in the objectives of the Association.
- 4.2 Personal members may be admitted to membership at any time on payment of the relevant subscription fee.
- 4.3 Membership shall be retained until resignation or failure to pay any annual subscription.
- 4.4 The financial year of the Association is from 1 January to 31 December.
- 4.5 Membership may be terminated by:
 - 4.5.1 death of a member;
 - 4.5.2 resignation in writing addressed to the Secretary;
 - 4.5.3 the majority decision of the Executive Committee if a member has brought the Association into disrepute;
 - 4.5.4 the majority decision of the Executive Committee if a member acts in a manner which is detrimental to the interests of the Association;

- 4.5.5 the majority decision of the Executive Committee if a member acts in bad faith or acts criminal, which bad faith or criminal act may cause financial – and/or reputational harm to the Association;
 - 4.5.6 if a member infringes any of the provisions of the Constitution;
 - 4.5.7 Expulsion of a member may take place following a disciplinary hearing before the Executive Committee at which the member is given the opportunity to present his case, relating to paragraphs 4.5.3 to 4.5.6 above.
 - 4.5.8 Criminal charges may also follow where necessary.
- 4.6 No membership fees are refundable if membership is terminated for whatever reason.

5 NATIONAL EXECUTIVE COMMITTEE

- 5.1 The National Executive Committee (hereafter the Committee) is comprised of a Chairperson, an Honorary Secretary, an Honorary Treasurer, and a number of ordinary members as determined by the Committee, as well as the immediate past Chairperson. The officers shall be chosen at the first meeting of the newly elected Committee.
- 5.2 Elections for the Committee shall be held every two (2) years at the Annual General Meeting; however, the Committee may extend this period. Any person, where payment of membership fees has not fallen into arrears, is eligible to vote at elections or on other matters, or to stand for office or membership of the Committee. Votes may be cast in person, by proxy, or by email.
- 5.3 In the case of an equality of votes, the Chairperson has a casting vote.
- 5.4 The Chairperson may not hold office for more than two (2) consecutive terms; however, the Committee may extend this period.
- 5.5 The Chairperson or the Honorary Secretary and two other members (4 members) constitute a quorum at Committee Meetings.
- 5.6 Meetings of the Committee should take place a minimum of six (6) times a year, however, the Committee may increase the number of meetings where necessary.
- 5.7 The Chairperson, or in his/her absence, the Honorary Secretary, with a written apology from and permission granted by the Chairperson, may call meetings of the Committee.
- 5.8 The Chairperson acts in the interests of the Association in respect of all matters not specifically provided for in this constitution.
- 5.9 The Chairperson provides an annual written report to members about the activities of the Committee during the preceding year.
- 5.10 The Committee may from time to time request a member or members of the Association to act, individually or jointly, as a working committee to investigate a specific matter or concern in connection with indexing and/or bibliography and report on this to the Committee.

5.11 No person is entitled to exercise voting rights on behalf of any other member.

6 POWERS OF THE NATIONAL COMMITTEE

- 6.1 The Chairperson has a deliberative and casting vote. In the absence of the Chairperson the Honorary Secretary conducts the meeting but does not have a casting vote.
- 6.2 The Committee directs activities of the Association in conformity with the objectives as set out in Section 3 of this constitution.
- 6.3 The Committee determines the amount of the annual subscription fees.
- 6.4 The Committee may co-opt additional persons from the membership of the Association.
- 6.5 The Committee may appoint sub-committees within the Association, but only in full consultation with the approval of the majority of the Committee (refer to 5.10).
- 6.6 The Committee may extend or terminate the period of office of any of its members (refer to 5.2).
- 6.7 The Executive Committee shall approve and authorise the creation of any groups or member circles of interest in the fields of indexing and bibliography created by its members.

7 FINANCIAL MATTERS

- 7.1 The Honorary Treasurer is responsible for the handling of all moneys belonging to the Association which are not specifically controlled by a branch committee, and administers such moneys as directed by the Committee. He/she must keep a proper account of all financial transactions entered into by the Association.
- 7.2 Funds belonging to the Association shall be deposited to the Association's account in an institution accepting deposits and approved by the Committee.
- 7.3 The signature of the Honorary Treasurer only, shall suffice when money is withdrawn.
- 7.4 The Association's financial year is from 1 January to 31 December and financial statements must be submitted annually not later than 31 January to the Committee for approval and thereafter to members of the Association for information.
- 7.5 All property belonging to the Association shall be held in the name of the Association. It shall belong exclusively to the Association and not to any members thereof.
- 7.6 All membership fees are to be paid to the Treasurer of the Association annually by the end of the last week of each month of March.

8 MEETINGS

- 8.1 The Annual General Meeting of the Association shall be held within 12 months of the previous Annual General Meeting, except where the National Executive Committee brings forward or delay the Annual General Meeting.

- 8.2 The Honorary Secretary shall send to all members at least thirty (30) days before the Annual General Meeting a notification of the date, place, and time of the meeting. The agenda shall be made available at least seven (7) days before the date of the Annual General Meeting.
- 8.3 The purpose of the Annual General Meeting, besides that, of elections to the National Executive Committee at alternate meetings, is to provide for the presentation of the Chairperson's report and the Honorary Treasurer's financial report.
- 8.4 Special General Meetings may be held at the discretion of the National Executive Committee provided that notice of any proposed business is sent to all members of the Association at least fourteen (14) days in advance of such meetings.
- 8.5 The Constitution may be amended only by a two-thirds majority of members present and entitled to vote, at an Annual General Meeting or Special General Meeting.

9 PUBLICATIONS

- 9.1 The Committee is responsible for issuing any publication deemed to be in the interests of the Association.
- 9.2 Non-members may purchase the Association's publications against tariffs fixed by the Committee.
- 9.3 Publications issued by the Association belongs to the Association.