

# Australia and New Zealand Society of Indexers

## Regulations for Regional Groups

### Formation

1. Any three members, resident in a common geographical area, may advise Council of their wish to form a group.
2. In so advising Council they must nominate one of their number as convenor.
3. The advice to Council must also propose a name for the group. That name should be appropriately descriptive of the area to be covered by the group.
4. The advice should be forwarded to the Vice President.
5. The Vice President shall forward the advice to the Council for approval. New groups can also be approved by the Executive to avoid waiting for a meeting. This approval should be considered by Council at the next meeting and confirmed if approved.
6. The Vice President shall inform the convenor of the decision of the Council.
7. The Convenor will then notify ANZSI members, by email, a notice in the Newsletter, or other appropriate means, of the formation of the group and invite eligible ANZSI members to join.
8. Existing ANZSI members may join a group at any time by writing to the convenor and asking to be included on the mailing list.

### Conduct of Groups

9. Each group should maintain contact details of members. This list should be held by the convenor and a backup, both of whom would maintain privacy of members' details. If an online mailing list is formed (eg, a Google Groups mailing list), at least two group members should have moderator rights.
10. Groups are not required to keep minutes.
11. Groups are not authorised to maintain a separate bank account.
12. Groups may organise social events, meetings addressed by a guest speaker, professional visits or similar events.
13. A group wishing to organise a course of any kind must contact the Education Coordinator and arrange the course in cooperation with the Society.
14. ANZSI members may attend a meeting of any group as guests.
15. At the end of each financial year, group convenors should provide a brief report on group activities, and the current number of members, to the Groups Coordinator. The Groups Coordinator will submit a consolidated report to the Secretary of ANZSI for inclusion in the Society's annual report. Groups are also encouraged to prepare summaries of discussions for distribution to the wider indexing community.

### Expenses

16. Groups are not authorised to maintain a separate bank account.
17. Council will include in its budget a sum for the basic running costs of each Regional Group.
18. The convenor of a group may call on this fund to cover such costs as venue hire, telephone calls (including teleconferencing), speaker's expenses (e.g, ground transport or a small gift).
19. The cost of food or drink for ANZSI members will not normally be covered, however exceptions would be made for small amounts for shared food and beverages, eg, tea, coffee, fruit, cheese and biscuits for a meeting in a hired hall.
20. The sum allocated may not be exceeded without the approval of the ANZSI Treasurer who will require a submission setting out why the sum needs to be exceeded. Increased funding would normally only be available for events with a wide audience.
21. Expenses of groups in Australia will be funded by the Society through its Australian bank account.
22. Expenses of groups in New Zealand will be funded through an account maintained by the Society in New Zealand.

### Dissolution

23. Regional groups may be dissolved in accordance with the provisions of the Constitution.

### General

24. A regional group should not usually cover an area beyond the boundary of a given state or territory. Exceptions will be made in special cases, eg, for a group based across the borders of two states or territories, but not covering the entire area of either state or territory (eg, covering Albury-Wodonga, or the ACT region incorporating surrounding areas of NSW), and for a group covering states and territories that don't have their own regional group (eg, WA and NT). This clause defines the region of the group, but does not limit membership of the group to people within that area.
25. Council may, at its discretion, vary the minimum number of members required to form a group.
26. ANZSI members may join any group they wish including, for example, a regional group where they work in addition to the one where they live.
27. Members must opt to join a group. They will not automatically become members of a group covering their area of work or residence.

*Amended 11 February 2016*