

ROSEWORTHY OLD COLLEGIANS' ASSOCIATION"R.O.C.A. DIGEST"TERMS OF REFERENCE.

1. The Publication Policy of the "R.O.C.A. DIGEST" will be determined by the General Committee of the Roseworthy Old Collegians' Association from time to time.
2. There will be a Management Committee of five (5), nominated annually by the R.O.C.A. General Committee and comprising at least four (4), members of the Association. This Committee to meet as required by the Editor-Chairman or at the direction of the General Committee. The R.O.C.A. General Committee will appoint one of the R.O.C.A. members of the Management Committee as Editor-Chairman.
3. A quorum for any meeting of the Management Committee will be three (3), and the Chairman will have a casting as well as a deliberative vote.
4. The Editor-Chairman will:-
 - (1) Ensure that Publication Policy is adhered to;
 - (2) Co-ordinate the activities of the Management Committee in relation to:-
 - (a) the preparation of material for publication and the submission of the same to the publisher;
 - (b) proof reading and checking;
 - (3) Nominate a member of the Management Committee to convene meetings in his absence.
 - (4) Report progress to General Committee meetings.
5. In the event of the absence of the Chairman-Editor the Management Committee may elect from the Committee a Temporary Chairman-Editor to ensure that the activities of the Management Committee are maintained for the time being, provided that:-
 - (1) Such Temporary Chairman must be a member of R.O.C.A.;
 - (2) Such election is notified to the R.O.C.A. President within one week;
 - (3) In no case shall a Temporary Chairman remain in office longer than eight (8) weeks without ratification by the General Committee.
6. The Chairman-Editor in consultation with the President will arrange for an Editorial for each issue.
7. No articles for publication in the R.O.C.A. Digest will be paid for, nor will the Management Committee commit the Association to make any payments for articles except with the prior specific approval of the General Committee.
8. Blocks necessary for the effective presentation of articles may be purchased at the Management Committee's discretion.

- 2 -

1. Postage, stationery and telephone expenses necessarily incurred in connection with publication of the R.O.C.A. Digest may be reimbursed on the authority of the General Committee.
2. No honorariums will be paid for any services rendered.
3. Publication of the Digest will be Quarterly.
4. Secretarial duties in connection with the publication of the Digest, will be performed by the Honorary Secretary of R.O.C.A.
5. The Treasurer of R.O.C.A. will keep the books of accounts of the R.O.C.A. Digest Management Committee. These will be kept separate from the Association's general books & will be ~~kept~~ audited separately.
6. An amount equal to the proportion of the subscriptions set aside under the Constitution will be transferred to the Digest Account from General Revenue at the beginning of Digest operations and subsequently at the beginning of each financial year, and the balance in the Digest Account at the end of each financial year will be transferred to General Revenue.
7. The nett cost to R.O.C.A. of the publication and distribution of the Digest will be kept within the limits of the amount set aside, except at the specific direction of the R.O.C.A. General Committee.
8. The engagement of a publisher will be the responsibility of the Management Committee.
9. Matters of a Party Political and Denominational nature will not be accepted for publication.
10. The exchange and free list will be determined from time to time by the General Committee.
11. These terms of reference may be varied by the General Committee at any time.

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