

CAPE BANKS FAMILY HISTORY SOCIETY INCORPORATED

CONSTITUTION

1. NAME

The name of the Association shall be . . .

CAPE BANKS FAMILY HISTORY SOCIETY INCORPORATED

(referred to in these rules as the Association)

2. OBJECTS The objects of the Association shall be..

2.1 To advise members in the use of family history resources to enable them to conduct their own research.

2.2 To provide a local genealogical resource centre for the housing of accumulated aids for research, and to act as a quarters for the Associations' activities.

2.3 To hold meetings to foster friendships and exchange knowledge and expertise in research techniques.

2.4 To arrange for speakers and displays for the benefit of the members and the general public.

2.5 To welcome new members and keep all members fully informed of the Association activities.

3. MEMBERSHIP

(a) Subject to these rules the members of the Association shall be the members of the Association immediately prior to incorporation together with such other people and organisations as the Committee admits to membership.

(b) Membership is open to all individuals and organisations who accept the objects and rules of the Association. An unincorporated organisation is not capable of being a member of the Association but it may nominate individuals to be members to represent it.

(c) Individuals and organisations wishing to become members of the Association shall apply to the Committee for membership.

(d) The Committee shall determine whether or not to accept an application for membership.

(e) Members shall pay such fees as are determined by the Association at a general meeting.

(f) A register of members shall be kept by the Association showing the name, address, and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

(g) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of the due date.

(h) Membership fees shall fall due on the first day of each financial year of the Association. The financial year of the Association shall run from October 1 to September 30, or such other period as is determined by the Committee.

(i) Honorary Membership – The Society shall have the power to award Honorary Membership to any person in the community who is not, nor ever has been a member of the Society in recognition of meritorious and outstanding service to the Society in its operations, aims and objectives.

(j) Life Membership – Conditions for the award of Life Membership shall be

- i) that the nominee has been a member of the Cape Banks Family History Society Inc for an unbroken period of ten years.
 - ii) that the nominee has made a significant contribution to the operations, aims, and objectives of the society, this contribution is to be specified in the proposal.
- (k) Life or Honorary Membership shall be proposed and seconded by any two financial members in writing to the Management Committee for ratification. The proposal must be passed by a majority vote at the next Annual General Meeting or at a Special General Meeting for which notice has been given.

4. MEMBERS' LIABILITY

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association except to the amount of any unpaid membership fees.

5. DISCIPLINING OF MEMBERS

The members of the Association shall be determined by the Committee.

Anyone who wishes to appeal against a decision refusing membership, expelling them from membership, or otherwise disciplining them, may do so at the next general meeting of the association.

6. MANAGEMENT - BY COMMITTEE

- (a) The Association shall have its affairs controlled and managed by the office-bearers and other members known as the committee.
- (b) The office-bearers shall be a PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER. There shall be up to nine other members of the committee.
- (c) The office-bearers and other members of the committee shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- (d) Each member of the committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- (e) Retiring Committee members are eligible for re-election.
- (f) The Committee shall meet as often as necessary to conduct the business of the Association and not less than once in each month.
- (g) (g) The quorum for meetings of the Committee shall be one half the number of Committee members elected at the previous Annual General Meeting.
- (h) Notice of Committee meetings shall be given at the previous Committee meeting or by such means as the Committee shall decide upon.
- (i) A member of the Committee shall cease to hold office upon resignation in writing, removal as a member of the Association, or absence from three successive Committee meetings without approval by the Committee.
- (j) The Committee may function validly provided its number is not reduced below the quorum. Should Committee members fall below the quorum the remaining Committee members may act only to appoint new Committee members.
- (k) Questions arising at any meeting of the Committee shall be decided upon by the majority of votes of those present. In case of equality of votes the person appointed to chair the meeting shall have a second casting vote.
- (l) If within half an hour of the time appointed for a Committee meeting a quorum is not present, the meeting shall be dissolved.
- (m) Additional meeting of the Committee may be convened by the President or any two members of the Committee.

7. GENERAL MEETINGS

- (a) An Annual General Meeting of the Association shall be held each year within six months from the end of the financial year of the Association (except the first Annual General Meeting which shall be held within two months from the end of the first financial year and within eighteen months of incorporation.)
- (b) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association. A Special General Meeting must be convened by the Committee within three months of receiving a written request to do so from at least five per cent of the membership of the Association.
- (c) At least fourteen day's notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty-one days before the meeting.
- (d) In the case of the Annual General Meeting the following business shall be transacted...
 - i) confirmation of the minutes of the last Annual General Meeting and any recent Special General Meeting.
 - ii) receipt of the Committee's report upon the activities of the Association in the last financial year.
 - iii) election of office-bearers and other members of the Committee.
 - iv) receipt and consideration from the Committee which is not misleading and gives a true and fair view for the last financial year of the Association's
 - income and expenditure
 - assets and liabilities
 - mortgages, charges, and other securities
 - trust properties
- (e) The quorum for a general meeting shall be five members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present, the meeting shall be dissolved.
- (f) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required.
- (g) All votes shall be given personally and there shall be no voting by proxy.
- (h) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- (i) Nominations for candidates for election as office-bearers or other Committee members may be made at the Annual General Meeting or in such other ways as may be determined by the Association at a general meeting.
- (j) Written notice of all general meeting shall be given to members either personally or by post.

8. OFFICE BEARERS

- (a) The President, or in the President's absence, the Vice-President, shall act as chairperson at each general meeting and Committee meeting of the Association.
- (b) If the President and Vice-President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.

- (c) The Secretary shall ensure that records of the business of the Association including the rules, register of members, minutes of all general and Committee meetings, and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- (d) The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Committee. Major or unusual expenditures shall be authorised in advance by the Committee or a general meeting.
- (e) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be kept in the custody of the Treasurer.

9. SPECIAL RESOLUTIONS

- (a) A special resolution must be passed by a general meeting of the Association to effect the following changes.
 - i) a change of the Association's name;
 - ii) a change of the Association's rules;
 - iii) a change of the Association's objects;
 - iv) an amalgamation with another incorporated body;
 - v) to voluntarily wind-up the Association and distribute its property;
 - vi) to apply for registration as a Company or Co-operative.
- (b) A special resolution shall be passed in the following manner...
 - i) A special resolution must be sent to all members advising that a general meeting is to be held to consider a special resolution.
 - ii) The notice must give details of the proposed special resolution and give at least twenty-one days notice of the meeting.
 - iii) A quorum must be present at the meeting.
 - iv) At least three quarters of those present must vote in favour of the resolution.
 - v) In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

10. PUBLIC OFFICER

- (a) The Committee shall ensure that a person is appointed as Public Officer
- (b) The first Public Officer shall be the person who completed the application for incorporation of the Association.
- (c) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- (d) The Public Officer shall be deemed to have vacated the position in the following circumstances . . .
 - i) death;
 - ii) resignation;
 - iii) removal by the Committee or at a general meeting;
 - iv) bankruptcy or financial insolvency;

- v) mental illness;
- vi) residency outside New South Wales
- (e) When a vacancy occurs in the position of Public Officer the Committee shall within fourteen days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- (f) The Public Officer is required to notify the Corporate Affairs Commission by the prescribed form in the following circumstances...
 - i) appointment (within 14 days);
 - ii) a change of residential address (within 14 days);
 - iii) a change in the Association's objects or rules (within 1 month);
 - iv) a change in the membership of the committee (within 14 days);
 - v) of the Association's financial affairs (within 1 month of the Annual General Meeting);
 - vi) a change in the Association's name (within 1 month).
- (g) The Public Officer may be an office-bearer, Committee member, or any other person regarded as suitable for the position by the Committee.

11. MISCELLANEOUS

- (a) The Association shall effect and maintain insurance as is required under the Association's Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Association.
- (b) The funds of the Association shall be derived from the fees of members, donations, grants, and such other sources approved by the Association.
- (c) The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two other members of the Committee.
- (d) The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with section 53 of the Associations Incorporation Act 1984.
- (e) Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on two members of the Committee.
- (f) Notices sent by post shall be deemed to have been received two days after the date of posting.
- (g) The income and property of the Association shall be used only for promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend, bonus, or profit.
