

FAMILY HISTORY GROUP OF BATHURST INC.

CONSTITUTION

As Amended 19 April 1994

THE CONSTITUTION OF
THE FAMILY HISTORY GROUP OF BATHURST INC.

(As Amended - 19 April 1994)

1. The name of the Group shall be the "FAMILY HISTORY GROUP OF BATHURST INCORPORATED" hereinafter called the Group.

AIMS AND OBJECTIVES OF THE GROUP

2. (i) To assist members in their Family History research.
- (ii) To assist non-members in their Family History research within the facilities provided by the Group at rates to be determined by the Executive Committee from time to time.
- (iii) To provide a local genealogical source centre for the housing of accumulated aids to research.
- (iv) To hold meetings to foster friendships and exchange knowledge and expertise in research techniques.
- (v) To arrange speakers, displays etc. for the benefit of members and the general public.
- (vi) To welcome new members, and keep all members fully informed of Group activities.
- (vii) To publish a newsletter at regular intervals and other literature as required for the information of members and other people.
- (viii) To enter into any arrangements with any Government or authority supreme, municipal, local or otherwise, that may be conducive to the Group's objects or any of them; and to obtain from any such Government or authority any rights, privileges and concessions which the Group may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (ix) To affiliate or enter into friendly co-operation with other societies either within or outside Australia having objects wholly or in part similar to the objects of this Group.
- (x) To enter into any venture of a genealogical nature, with a view to generating income for the furtherance of the objectives of the Group, provided such venture shall have the approval of 75% of financial members present at any Ordinary General Meeting.

MEMBERSHIP

3. The Group shall consist of:
 - (a) Ordinary members.
 - (b) Life members. Life membership may be conferred on a person for outstanding service to the Group upon recommendation of the Executive Committee submitted to the Annual General Meeting and ratified by a vote of 75% of members eligible to vote at the Annual General Meeting.
 - (c) The membership shall be recorded numerically and all members will receive a receipt and membership card, with renewal of their number from year to year.
 - (d) Every member shall be supplied with a copy of the Constitution.

SUBSCRIPTIONS

4.
 - (a) The Annual Subscription payable by an Ordinary Member shall be payable in advance and shall be approved by members at the April General Meeting each year. An amount shall be recommended to that meeting by the Executive Committee. Any joining fee, if payable, shall similarly be approved.
 - (b) The Subscription year shall be from 1st July to 30th June in each year. Subscriptions paid from May shall be carried forward to cover the following year's subscription.
 - (c) Ordinary Members who fail to renew their subscriptions by the last day of August each year, shall be deemed unfinancial and have their names removed from the membership list.
 - (d) Should a member join after 31st December in any year, the fee for that year only shall be reduced by a figure to be determined from time to time.

POSITIONS AND DUTIES OF OFFICERS

5.
 - A.
 - (i) The Group's Executive Committee shall consist of Offices of President, Vice-President, Secretary, Treasurer and four (4) Committee Members, of whom one should be the immediate Past President.
 - (ii) The Executive Committee shall have the power to form sub-committees, who shall be responsible to the Executive Committee, and to co-opt additional eligible members to serve on such Committees from time to time.
 - (iii) The Executive Committee shall have the power to act on behalf of the members between meetings, subject to ratification at the next General Meeting.
 - B. An Officer shall be deemed to have vacated his Office if he:-

- (a) dies, or
 - (b) resigns from Office by notice in writing to the Secretary;
 - (c) resigns from Membership of the Group; or
 - (d) is admitted to a mental hospital, or
 - (e) (in the case of the Treasurer) becomes bankrupt or makes a composition with his creditors: or
 - (f) is absent for three (3) consecutive General or Executive Committee Meetings without leave of absence.
- C. When an Officer has vacated his Office the Executive Committee may appoint any member to act in his place during the balance of the year for which he was elected; provided that the member so appointed is eligible for election to the same Office, and provided also that the appointment shall be confirmed on motion for that purpose submitted at the next General Meeting.
- D. The Executive Committee shall be elected at the Annual General Meeting and all positions shall be honorary.
The changeover of Executive Committee shall occur at the conclusion of the Annual General Meeting to avoid disruption to and ensure continuity of that meeting.
- E. All contested elections of Officers shall be by secret ballot. In the event of a tie, a new ballot shall be held.
- F. The Executive Committee shall determine the Financial Institute of the Group and the number and type of accounts. All cheques drawn on these accounts shall be signed conjointly by any two of the following: President, Secretary or Treasurer.
- G. The Honorary Auditor shall be appointed by members at the Annual General Meeting.
6. A member may only hold one Office.
7. Only financial members are entitled to stand for election to Offices or to vote.
8. Retiring office Bearers are eligible for re-election subject to the provisions of Rule 9.
9. No Office of President, Vice-President, Secretary or Treasurer may be held for more than two consecutive years unless approved by a vote of 75% of financial members present at the Annual General Meeting.

MEETINGS

10. There shall be at least four (4) General Meetings each year.
11. The Annual General Meeting shall be held within eight (8) weeks of the end of the Financial Year. (*Amended 19 April 1994*)

12. A. Executive Committee Meetings shall be held at a convenient time and place as required. Two week's notice shall be given to members for calling of General or Special General Meetings.
- B. A Special General Meeting may be called:
 - (i) by the Committee at any time;
 - (ii) on receipt by the Secretary of a written request thereof, signed by any nine (9) members whose subscriptions (if payable) are not in arrear and stating the reason for which the meeting is required.
- C. Notice of the holding of the Annual General Meeting or of a Special General Meeting shall either be published or given otherwise to members prior to the date of the meeting. Publication of such notice in the Group's newsletter shall be deemed to be notice to each member.
13. A. A quorum necessary for the transaction of business of the Group at Executive Committee Meetings shall be five (5) Officers (at least two (2) Executive).

RESOLUTIONS AND VOTING

14. Every motion shall be properly put through the Chair, moved and seconded. Financial Members only are entitled to vote.
15. The President or acting Chairman shall have the casting vote to decide any issue with equality of votes.
16. Visitors and guests may take part in discussion on Group matters, but may not vote.

INCOME AND PROPERTY

17. (a). The Group shall keep a Register of all books, software and hardware.
- (b). The Executive Committee shall ensure that the property of the Group is adequately insured.
- (c). Access to the equipment, usage and fees shall be determined from time to time by the Executive Committee. Any rules shall be prominently displayed.
- 17A. The income and property of the Group whencesoever derived shall be applied solely towards the promotion of the objectives of the Group and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the Group provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Group or to any member of the Group in return for any services actually rendered to the Group or reasonable and proper rent for premises let by any member of the Group.

DISSOLUTION OF THE GROUP

18. The Group shall be deemed to be defunct if the membership falls below ten (10) or if a special meeting called for the purpose decides by a majority of 75% to dissolve it.
19. If upon winding up or dissolution of the Group there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some Institution or Institutions having objects similar to those of the Group and the rules of which prohibit the distribution of its or their income among its or their members to an extent at least as great as is imposed upon the Group under these Rules, such Institution or Institutions to be determined by the Members at or before the time of winding up or dissolution, or in default thereof, by the Official Receiver; and if so far as effect cannot be given to any such determination then the said property shall be given or applied to some charitable, educational or scientific object.
20. No motion for altering, annulling or adding to the Constitution shall be entertained except at an Annual General Meeting, or at a Special General Meeting called for that purpose, whether alone or with other purposes. Notice of any such motion shall be given to the Secretary in writing not less than one month before the date of the meeting at which it is to be considered, and the terms of the motion shall be set out in the notice or circular calling the meeting.

FUNDS SOURCE

21. Subject to the rules and objects of the Group and further subject to any law, regulation or by-law, and pursuant to agreement by the Committee, the Group has the power to raise funds and revenue from any source it sees fit.

MEMBERS LIABILITY

22. Except as provided by law, regulation, or by-law a member or Officer of the Group shall not by reason only of being such a member or Officer, be liable to contribute towards the payment of the debts and liabilities of the Group or the costs, charges and expenses of the winding up of the Group.

COMMON SEAL

23. The Common Seal of the Group shall be kept in the custody of the Public Officer and used with the authority of the Committee. Signatures of two (2) Committee members are to witness the stamping.

CUSTODY OF BOOKS, DOCUMENTS etc.

24. The books, documents and securities of the Group shall be kept in the custody of the Secretary of the Group and that person is responsible for the safe-keeping of the above mentioned articles. Financial records shall be kept and held for safe-keeping by the Treasurer.
25. A member of the Group has the right to inspect the books and documents of the Group, provided that an appointment is made with the custodian of such.

DISCIPLINING OF MEMBERS

- 26. The procedure for disciplining members 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 Group.

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DEFINITIONS

- 1. "Month" means Calendar Month;
- 2. Expressions denoting the singular number shall include the plural number;
- 3. Expressions denoting the masculine gender shall include the feminine gender.

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