



**PREAMBLE, CONSTITUTION and BY-LAWS Of The
BLUE MOUNTAINS FAMILY HISTORY SOCIETY
Incorporated**

Preamble

In 1986 a group of interested residents from the Lower Blue Mountains to Katoomba formed the BLUE MOUNTAINS FAMILY HISTORY SOCIETY which was constituted with the object of promoting, encouraging and fostering the study, science and knowledge of genealogy.

The decision to Incorporate was made by the members of the Blue Mountains Family History Society on 8th May 2000 and all members agreed to be bound by these Rules.

This page and the following thirteen pages are the Preamble, Constitution and By-Laws adopted by Special Resolution at the General Meeting of the Blue Mountains Family History Society Inc on 11th November 2006 and as amended November 2021.

_____ President

_____ Public Officer

Dated: _____

TABLE OF CONTENTS

1 PREAMBLE.....2

PART I PRELIMINARY.....3

2 NAME.....3

3 AIMS AND OBJECTS.....3

PART II MEMBERSHIP.....3

4 MEMBERSHIP QUALIFICATIONS.....3

5 APPLICATION FOR MEMBERSHIP.....3

6 CESSATION OF MEMBERSHIP.....3

7 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE.....4

8 RESIGNATION OF MEMBERSHIP.....4

9 REGISTER OF MEMBERS.....4

10 FEES AND SUBSCRIPTIONS.....4

11 MEMBERS' LIABILITIES.....4

12 RESOLUTION OF INTERNAL DISPUTES.....4

13 DISCIPLINING OF MEMBERS.....4

PART III THE COMMITTEE.....5

14 POWERS OF THE COMMITTEE.....5

15 COMMITTEE CONSTITUTION AND MEMBERSHIP.....5

16 ELECTION OF COMMITTEE MEMBERS.....5

17 SECRETARY.....6

18 TREASURER.....6

19 REMOVAL OF COMMITTEE MEMBER.....6

20 COMMITTEE MEETINGS AND QUORUM.....6

21 DELEGATION BY COMMITTEE TO SUB-COMMITTEE.....7

22 COMMITTEE VOTING AND DECISIONS.....7

PART IV GENERAL MEETINGS.....7

23 HOLDING OF ANNUAL GENERAL MEETINGS.....7

24 CALLING OF AND BUSINESS AT ANNUAL GENERAL MEETING.....7

25 CALLING OF SPECIAL GENERAL MEETINGS.....8

26 NOTICE OF SPECIAL GENERAL MEETING.....8

27 PROCEDURE - GENERAL MEETINGS.....8

28 PRESIDING MEMBER.....8

29 ADJOURNMENT.....8

30 MAKING OF DECISIONS.....9

31 SPECIAL RESOLUTION.....9

32 VOTING.....9

PART V MISCELLANEOUS.....9

33 INSURANCE.....9

34 FUNDS --- SOURCE.....9

35 FUNDS MANAGEMENT.....10

36 ALTERATION OF OBJECTS AND RULES.....10

37 BY-LAWS.....10

38 COMMON SEAL.....10

39 PUBLIC OFFICER.....10

40 CUSTODY OF BOOKS.....10

41 INSPECTION OF BOOKS.....10

42 SERVICE OF NOTICES.....10

43 WINDING UP --- SURPLUS PROPERTY.....10

BY-LAWS.....11

ARTICLE I LIFE MEMBERSHIP.....11

ARTICLE II MANAGEMENT COMMITTEE.....11

ARTICLE III ELECTION OF OFFICE-BEARERS AND COMMITTEE.....11

ARTICLE IV FINANCIAL YEAR.....11

ARTICLE V MEETINGS.....11

ARTICLE VI ACCOUNTS.....12

ARTICLE VII ENTRANCE FEE AND SUBSCRIPTIONS.....12

ARTICLE VIII PATRONS.....12

ARTICLE IX AWARDS.....12

ARTICLE X AMENDMENTS.....12

ARTICLE XI REFERENCES.....12

BY-LAWS.....13

FEES AND SUBSCRIPTIONS.....13

CONSTITUTION

BLUE MOUNTAINS FAMILY HISTORY SOCIETY Incorporated

PART I PRELIMINARY

2 NAME

The name of this society shall be: BLUE MOUNTAINS FAMILY HISTORY SOCIETY Incorporated.

3 AIMS AND OBJECTS

- (1) To help and encourage members, to enable them to pursue their interest in genealogy and related subjects.
- (2) To coordinate and encourage genealogical research in the Blue Mountains District.
- (3) To collect and make available through a library, relevant material for the use of members.
- (4) To record, index and preserve, where possible, monumental inscriptions, parish registers, and other relevant material.
- (5) To publish a journal at regular intervals and other papers as required for the information of members and other people.
- (6) To encourage the formation of special interest groups.
- (7) To arrange meetings, visits and other activities relevant to the aforementioned objectives.
- (8) To assist non-members in their family history research within the facilities provided by the Society, at rates to be determined.
- (9) The assets and income of the Society shall be applied solely in the furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

PART II MEMBERSHIP

4 MEMBERSHIP QUALIFICATIONS

- (1) A person is qualified to be a member of the Society if, but only if, they have applied on the Application for Membership form, and been approved by the Committee of the Society.
- (2) The Society shall consist of members (single or joint) who have paid their fees in accordance with Rule 10.
- (3) Joint membership includes two nominated persons domiciled at the same address.
- (4) No person shall be denied membership of the Society for reasons of race, religion or political persuasion.

5 APPLICATION FOR MEMBERSHIP

- (1) An application of a person for membership of the Society:
 - a. must be made in writing on the Application for Membership form; and
 - b. must be lodged with the secretary of the Society; and
 - c. the applicant/s must lodge the sum payable as entrance fee and annual subscription applicable at the date of application. These sums payable are listed in the attachment to the By-Laws.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee which is to determine whether to approve or to reject the application/s.
- (3) If the committee determines to approve a application for membership, the secretary must, as soon as practicable after that determination, notify the applicant/s of that approval and cause the applicant's name to be entered in the register of members and on the name being so entered, the applicant becomes a member of the Society.
- (4) If the committee determines to reject an application for membership, the secretary must, as soon as practicable after that determination, notify the rejection and cause all monies paid to be refunded.

6 CESSATION OF MEMBERSHIP

A person ceases to be a member of the Society if the person:

- (1) dies; or
- (2) is determined to be a mentally incapacitated person
- (3) resigns membership; or
- (4) is expelled from the Society; or
- (5) fails to pay the fees and subscriptions as provided in the By-laws.

7 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation that a person has by reason of being a member of the Society:

- (1) is not capable of being transferred to another person; and
- (2) terminates on cessation of the person's membership.

8 RESIGNATION OF MEMBERSHIP

- (1) A member of the Society who has paid all amounts payable by the member to the Society in respect to the member's membership may resign from membership of the Society by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Society ceases to be a member under clause (1) and in every other case where a member ceases to hold membership, the secretary must cause an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9 REGISTER OF MEMBERS

- (1) The public officer of the Society must maintain a register of members of the Society specifying their names, addresses and telephone numbers, the date of registration of membership and such other information as the Society may require.
- (2) The register of members must be kept at the principal place of administration of the Society and must be open for inspection, free of charge, by any member of the Society at any reasonable hour.

10 FEES AND SUBSCRIPTIONS

- (1) A member of the Society must pay to the Society an annual membership fee as determined by the committee, that amount as provided in the By-Laws:
 - a. if the member becomes a member on or after 1st January in any calendar year;
 - b. on becoming a member and before 1st January in each succeeding calendar year,
- (2) If any member's subscription is not paid by 31st March each year, membership lapses.

11 MEMBERS' LIABILITIES

The liability of a member of the Society to contribute towards the payment of the debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society as required by Rule 10.

12 RESOLUTION OF INTERNAL DISPUTES

- (1) Disputes between members (in their capacity as members) of the Society, and disputes between members and the Society, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

13 DISCIPLINING OF MEMBERS

- (1) A member who does not comply with the provisions of these rules or acts in a manner considered injurious or prejudicial to the character or interests of the Society may have his/her membership terminated.
- (2) The membership of such a member may be terminated at a General Meeting of the Society if a majority of members present vote in favour of removing the member.
- (3) Before a vote of members is taken about termination of membership, the member must be given a full and fair opportunity to show cause why there should not be a termination of membership.
- (4) If, after considering all representations made by the member, the meeting decides to terminate the membership. The Secretary must give the member written notice within seven (7) days thereof.
- (5) Should the member give written notice of appeal to the Secretary within one month of the decision, a meeting must be held within two months of receipt to consider the appeal. In the event of the appeal being rejected the Secretary must give the member written notice of the decision within seven days thereof.
- (6) At that meeting, before a vote of members is taken, the member must be given a full and fair opportunity to show cause why application should not be rejected or why the membership should not be terminated.

PART III THE COMMITTEE

14 POWERS OF THE COMMITTEE

The Society shall be managed by a Management Committee, “the committee” of the Society and, subject to the Act, the Regulations and these Rules and to any resolution passed by the Society in general meeting:

- (1) Is to control and manage the affairs of the Society; and
- (2) May exercise all such functions as may be exercised by the Society other than those functions that are required by these rules to be exercised by a general meeting of members of the Society; and
- (3) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Society.

15 COMMITTEE CONSTITUTION AND MEMBERSHIP

- (1) The committee shall consist of:
 - a. a president; and
 - b. a vice-president; and
 - c. a secretary; and
 - d. a treasurer,

All of the above being the office-bearers as referred to in these rules; and

- e. maximum of seven (7) ordinary committee members; and
 - f. the immediate past president ex- officio
- (2) The term of office of the office-bearers shall be one year. However, they are eligible for re-election by secret ballot (exhaustive, if necessary).
- (3) Unless approved by a 75% vote of financial members present at the annual general meeting, no office-bearer shall be elected for more than three consecutive terms in that office. This rule only applies to the office-bearers (as defined) and not to ordinary committee members.
- (4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member’s election, and is eligible for re-election as provided in clauses (2) and (3).
- (5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Society to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

16 ELECTION OF COMMITTEE MEMBERS

- (1) Nominations of candidates for election as Office bearers (president, vice-president, secretary, treasurer) or as ordinary committee members:
 - a. must be made in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination) and;
 - b. must be delivered to the secretary of the Society at least seven days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot (exhaustive, if necessary) is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members is to be conducted at the annual general meeting with each financial member present entitled to a single vote.
- (7) A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office at the same election meeting.

17 SECRETARY

- (1) The secretary of the Society must, as soon as practicable after being appointed as secretary, lodge notice of his address with the Society.
- (2) It is the duty of the secretary to keep minutes of:
 - a. all appointments of office-bearers and ordinary committee members;
 - b. the names of members of the committee present at a committee meeting or a general meeting; and
 - c. all proceedings at committee and general meetings.
 - d. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

18 TREASURER

It is the duty of the treasurer of the Society to ensure:

- (1) that all money due to the Society is collected and received and that all payments authorised by the Society are made; and
- (2) that all Society funds are deposited, as soon as practicable and without deduction, in a bank or other financial institution decided by the committee; and
- (3) that correct books and accounts are kept showing the financial affairs of the Society, including full details of all receipts and expenditure connected with the activities of the Society; and
- (4) that the income and expenditure account and balance sheet, if appropriate, are audited by the auditor appointed at the previous annual general meeting.

19 REMOVAL OF COMMITTEE MEMBER

- (1) The Society in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates, makes representations in writing to the secretary or the president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Society, the secretary or the president may send a copy of the representations to each member of the Society or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
- (3) A casual vacancy occurs if a committee member is absent without the consent of the committee from all meetings held during a three-month period

20 COMMITTEE MEETINGS AND QUORUM

- (1) The committee must meet at least three times in each period of twelve months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened providing prior notice is given to all committee members.
- (3) Any six (6) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (4) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (5) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (6) At a meeting of the committee:
 - a. the president or, in the president's absence, the vice-president is to preside; or
 - b. if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

21 DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- (1) The committee may, as confirmed in the minutes, delegate to one or more sub-committees (consisting of such member or members of the Society as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a. this power of delegation; and
 - b. a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, as recorded in the minutes, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

22 COMMITTEE VOTING AND DECISIONS

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of the members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote in addition to a deliberative vote.
- (3) Subject to Rule 20 (3) the committee may act despite any vacancy on the committee.
- (4) Any act or any thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee

PART IV GENERAL MEETINGS

23 HOLDING OF ANNUAL GENERAL MEETINGS

The Society must, at least once in each calendar year and within the period of three months after the expiration of each financial year of the Society, convene an annual general meeting of its members.

24 CALLING OF AND BUSINESS AT ANNUAL GENERAL MEETING

- (1) The annual general meeting of the Society is, subject to the Act and to Rule 27, to be held in November of each year as provided in the By-Laws.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of the annual general meeting is to include the following:
 - a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - b. to receive from the committee reports on the activities of the Society during the financial year just completed;
 - c. to receive and adopt audited income and expenditure accounts (and balance sheet, if appropriate) to the end of the financial year just completed.
 - d. to receive and consider the statement that is required to be submitted to members under Section 26 (6) of the Act;
 - e. to elect office-bearers of the Society and ordinary committee members of the committee;
 - f. to appoint an auditor for the ensuing year;
 - g. to appoint patrons for the ensuing year.
- (3) An annual general meeting must be specified as such in the notice convening it; such notice being given to members at least one month before the meeting.

25 CALLING OF SPECIAL GENERAL MEETINGS

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Society.
- (2) The committee must, on the requisition in writing of at least five per cent of the total number of members, convene a special general meeting of the Society.
- (3) A requisition of members for a special general meeting:
 - a. must state the purpose or purposes of the meeting; and
 - b. must be signed by the members making the requisition; and
 - c. must be lodged with the secretary; and
 - d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the association for any expense so incurred.

26 NOTICE OF SPECIAL GENERAL MEETING

- (1) For a special meeting the secretary must inform, in writing, at least twenty-one (21) days before the date fixed for the holding of the general meeting, each member appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) No business other than that specified in the notice convening a special general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business that may be transacted under Rule 24 (2).

27 PROCEDURE – GENERAL MEETINGS

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Fifteen members or members constituting one quarter of the number of members (whichever is the less) present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- (4) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a. if convened on the requisition of members, is to be dissolved; and
 - b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (5) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least ten) is to constitute a quorum.

28 PRESIDING MEMBER

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Society.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside at the meeting.

29 ADJOURNMENT

- (1) The chairperson of a general meeting at which a quorum is not present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting, other than the business left unfinished at the meeting at which the adjournment took place.

- (2) If a general meeting is adjourned for fourteen days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

30 MAKING OF DECISIONS

- (1) A question arising at a general meeting of the Society is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Society, a poll may be demanded by the chairperson or by at least three members present in person at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
 - a. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - b. in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and
 - c. the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

31 SPECIAL RESOLUTION

A resolution of the Society is a special resolution:

- (1) if it is passed by a majority which comprises at least three-quarters of such members of the Society as, being entitled under these rules so to do, vote in person at a general meeting of which at least twenty one days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (2) if it is passed by a majority which comprises at least three quarters of such members of the Society as, being entitled under these rules so to do, all members are invited to vote by Postal vote where at least twenty one days written notice and full details as to the question to be resolved, is given; or
- (3) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (1) and (2), if the resolution is passed in a manner specified by the Commissioner.

32 VOTING

- (1) On any question arising at a general meeting of the Society a member has one vote only.
- (2) All votes must be given personally.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote in addition to a deliberative vote.

PART V MISCELLANEOUS

33 INSURANCE

- (1) The Society must effect and maintain insurance under section 44 of the Act.
- (2) In addition to the insurance required under paragraph (1), the Society may effect and maintain other insurance.

34 FUNDS - SOURCE

- (1) The funds of the Society are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Society in general meeting, any such other sources as the committee determines.
- (2) The Society must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (3) All money received by the Society must be deposited as soon as practicable and without deduction to the credit of the Society's bank account.

35 FUNDS MANAGEMENT

- (1) The Society shall acquire and hold, real and personal property necessary or convenient for the purpose of furthering its objects.
- (2) The income and property of the Society howsoever derived shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid to or transferred directly or indirectly to the members of the Society provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or member of the Society for any services actually rendered to the Society.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee.

36 ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules (including Society name) may be altered, rescinded or added to only by a special resolution of the Society.

37 BY-LAWS

- (1) The Society shall adopt By-Laws not inconsistent with this Constitution, embodying additional provisions for the management of this Society.
- (2) Such By-Laws may be amended from time to time as provided therein.

38 COMMON SEAL

- (1) The common seal of the Society must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or of one member of the committee and of the public officer or secretary.

39 PUBLIC OFFICER

The public officer of the Society, appointed by the committee, shall have the responsibility of meeting the statutory obligations of the Associations Incorporation Act, 1984.

40 CUSTODY OF BOOKS

Except as otherwise provided by these rules, the public officer must keep in his custody or under his control all records, books and other documents relating to the Society.

41 INSPECTION OF BOOKS

The records, books and other documents of the Society must be open to inspection, free of charge, by a member of the Society at any reasonable hour.

42 SERVICE OF NOTICES

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Society on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

43 WINDING UP --- SURPLUS PROPERTY

On winding up, the property, assets and funds of the Society shall not be distributed to members but shall be donated to Blue Mountains City Council Library, fulfilling the requirements of sections 53 (2) (a), 53 (2) (b) and 53 (2) (c) of the Act.

It is recommended that the Blue Mountains City Council Springwood Library branch maintain the assets of the Blue Mountains Family History Society and that any monies remaining at such winding up be spent on family history resources for the free and open use by the community.

BY-LAWS

BLUE MOUNTAINS FAMILY HISTORY SOCIETY INCORPORATED

ARTICLE I LIFE MEMBERSHIP

Life Membership may be conferred upon a member who has rendered outstanding service to the Society. Nominations shall be made in writing to the Committee for its approval or otherwise and its recommendation to the members for approval at the next annual general meeting. Persons elected to Life Membership shall not be required to pay annual subscriptions but shall be entitled to all benefits and privileges of membership.

ARTICLE II MANAGEMENT COMMITTEE

- (1) As required by the Constitution, the Society shall be managed by a Management Committee, hereinafter called "the committee". In addition to the president, vice-president, secretary and treasurer (referred to as the Society office-bearers) there shall be specifically seven ordinary committee members to be responsible for Library operations, accession registers, purchases, program (guest speakers), tours and visits, entertainments, membership, fund-raising, fellowship, newsletters, publications, publicity and such other activities as may be decided from time to time by the Society.
- (2) The committee shall keep an accession register listing all the library books, computer software and hardware and related items.
- (3) The committee shall keep a record of goods purchased for resale and submit a reconciliation of sales and stock held at the end of each year.

ARTICLE III ELECTION OF OFFICE-BEARERS AND COMMITTEE

- (1) As required by the Constitution (Rule 28), the election of office-bearers and committee shall be held before the end of November in each year.
- (2) Notice of the election of office-bearers and committee shall be given at a general meeting of the Society at least one month before the election.
- (3) A returning officer and scrutineer, neither of who are candidates for election, shall be appointed by the presiding officer before the election begins.
- (4) Elections of office-bearers and committee shall be by ballot.
- (5) The candidate receiving the greatest number of votes of members present and voting in the election for each office or committee position shall be declared elected.
- (6) If more than one member receive an equal number of votes, the members shall decide the method by which the tie shall be resolved.
- (7) The immediate past president of the Society shall be a member of the committee-ex officio.

ARTICLE IV FINANCIAL YEAR

The financial year of this Society shall begin on 1st October and end on 30th September of the following year.

ARTICLE V MEETINGS

- (1) General meetings of the Society shall be held monthly February to November at such a time and place as the members decide.
- (2) The Annual General Meeting shall be held on the same day and at the same place, immediately following the November monthly meeting.
- (3) Meetings of the committee shall be held monthly or as otherwise determined by the committee.
- (4) Any Notice of Motion must be submitted in writing to the secretary and must be read to members at the meeting prior to the meeting at which the motion is to be formally proposed.
- (5) As required by the Constitution, this Society is non-political and non-sectarian. It shall not endorse any candidate for public office and shall not take corporate action at any meeting with the intention of influencing the policies or decisions of governments; however the merits of any public question may be a subject of fair and intelligent study or discussion at a society meeting for the information of members.

ARTICLE VI ACCOUNTS

As provided in Rule 28(2) of the Constitution an income and expenditure account and balance sheet for the twelve months to 30th September in each year shall be presented to the Annual General Meeting after being audited by a person appointed at the previous Annual General Meeting.

ARTICLE VII ENTRANCE FEE AND SUBSCRIPTIONS

The entrance fee and annual subscription payable by members shall be determined from time to time by the Committee.

ARTICLE VIII PATRONS

By a majority resolution at an Annual General Meeting approval can be given for nominated persons to be invited to become Patrons of the Society.

ARTICLE IX AWARDS

- (1) The Committee is authorised to present certificates of appreciation to members and non-members of the Society who have served and contributed to the well-being of the Society.
- (2) The Bob Howard Memorial Shield shall be awarded annually to the member of the Society whose article is judged best of the articles published in “ The Explorer’s Tree “ in the calendar year. The committee will appoint independent judge/s. The decision of the judge/s will be final.

ARTICLE X AMENDMENTS

Any clause in these by-laws may be amended by a two-thirds vote of the members present and voting at a general meeting, a quorum being present and Notice of Motion as provided by Article V (4) of these by-laws having been given.

ARTICLE XI REFERENCES

‘Guide for Meetings and Organisations’ Volumes 1 and 2 by N E Renton published by The Law Book Company Limited shall be used as references in the conduct of meetings and organisation.

BY-LAWS ATTACHMENTS

1 FEES AND SUBSCRIPTIONS

	Single Membership	Joint Membership
Annual Subscription 12 months - JANUARY - DECEMBER	\$ 50. 00	\$ 60. 00
New Subscription Joining after 1st July	\$25.00	\$30.00
New Subscription Joining after 1st December	\$50.00	\$60.00

Notes

- (1) The Membership Year is January - December.
- (2) Members joining after 1st December simply pay Annual Subscriptions to cover the following calendar year (i.e. thirteen months).
- (3) There is no separate 'Entrance Fee'.