

Tasmanian Family History Society, Inc.

PO Box 326 Rosny Park Tas 7018

RULES

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As at 20 June 2015

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- 1 **Name:** The name of the Society shall be "Tasmanian Family History Society, Incorporated", hereinafter referred to as the "Society".
- 2 **Society Office:** The Office of the Society shall be at that place where the Public Officer of the Society resides.
- 3 **Interpretation: In these Rules, unless a contrary intention appears:**
 - a) "Executive" means the body of members elected to administer the affairs of the Society.
 - b) "Public Officer" means a person appointed by the Executive to fulfil the duties and obligations of the office as set out in the Associations Incorporation Act 1964.
 - c) "Writing" means all modes of representing or reproducing words in a visible form.
 - d) "By-Law" means any matter concerning administration of the Society that is not covered by or contrary to these Rules, and which has been declared a 'By-Law' by the Executive.
- 4 **Aims and objectives:** The Aims and Objectives of the Society are:
 - a. to promote the study and research of Genealogy and Family History through education, preservation and transcribing of relevant records, and the writing and publishing of appropriate literature;
 - b. to provide, as a public service, reference libraries and associated learning opportunities;
 - c. the doing of such lawful things as are incidental and conducive to the attainment of the basic aims and objectives of the Society
- 5 **Branches of the Society:**
 - a) Members wishing to form a Branch shall submit a proposal to the Executive in the form agreed by the Executive.
 - b) If the Executive has accepted the proposal, the originating member or group shall seek approval for the formation of the Branch at the next Annual General Meeting.
 - c) Each Branch shall be administered in accordance with these Rules, by a Committee consisting of President, Vice-President, Secretary, Treasurer and no more than seven (7) committee members, unless a change in the number of the Committee is approved by the Executive.
 - d) The Branch Committee to be elected by members attending and voting at a Branch Annual General meeting.
 - e) Each Branch shall be autonomous and the Branch Committee, as defined in 5(c), shall provide for the day-to-day management of the Branch and, for this purpose, may purchase materials, equipment and items for research using funds raised by that Branch or provided by the Executive.
 - f) All items purchased as in d) shall remain the property of the Society but shall be housed at the premises provided for that purpose by the Branch and shall be controlled by the Branch. Where under Rule 5(d) a Branch receives funding from an outside body by way of a grant or other agreement which requires an ongoing commitment by that Branch, the Society may, should the Branch fail to meet its commitment, conduct a seizure and sale of the assets of that Branch sufficient to recover any costs incurred by the Society.

- g) The Executive shall be responsible for recommending changes to the geographical boundaries of Branches to members for approval at an Annual General Meeting of the Society.
- h) Branches may form special interest groups within the branch. Such groups will be under the control of the branch.

6 Income and Property:

The assets and income of the Society shall be applied solely in furtherance of its above mentioned Aims and Objectives and no portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation for services rendered or expenses incurred on behalf of the Society, or as provided in Rule 19.

7 Administration:

- a) The affairs of the Society shall be administered by the Executive in accordance with these Rules and associated By-Laws.
- b) The Executive may create, alter, amend, revoke or rescind any By-Law.
- c) The Executive of the Society shall comprise
 - 1. The Officers of the Society: (The standing committee)
 - President
 - Vice President
 - Treasurer
 - Secretary
 - 2. Two (2) members from each Branch as appointed in accordance with Clause 8 c)

8 Election of the Executive:

- a) The Society Officers shall be elected for a term of one (1) year at the Annual General Meeting of the Society, by financial members in attendance and voting. The elected officers shall hold office commencing from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the next Annual General Meeting, subject to a time limit of six (6) consecutive years in any one of the defined offices of the Executive.
- b) The Executive may appoint any financial member to fill a casual vacancy of any position detailed in Clause 8 a).
- c) Each Branch Committee shall, at its first meeting after the branch Annual General Meeting, appoint two (2) members to be Branch Delegates, plus one (1) alternate Delegate. Names of the new delegates must be advised to the Society Secretary prior to the society's Annual General Meeting for that year. Substitute Delegates may be nominated by a Branch for a particular meeting, and the State Secretary should be notified prior to that meeting.
- d) The term of office of a Branch Delegate shall commence from the conclusion of the Annual General Meeting of the Society following the election by Branch members and shall continue until the conclusion of the next Annual General Meeting.

- e) In the event of a casual vacancy of a Branch Delegate the Executive shall call upon the relevant Branch to fill the vacancy. Should a Branch be unable for any reason to fill a casual vacancy, the Executive shall do so.
- f) No person may simultaneously hold the positions of an elected executive officer and a branch delegate..
- g) Where at the Annual General Meeting of the Society, insufficient nominations are forthcoming to fill all Executive positions, an elected Branch delegate may offer their services to fill a vacant position provided that if accepted they immediately stand down from the position of Branch Delegate

9 Membership of the Society:

- a) Membership shall be open to any person who agrees to abide by these Rules and to further the Aims and Objectives of the Society.
- b) All financial members are entitled to vote at any properly constituted general meeting of the Society.
- c) The Executive shall, subject to the member's right to be heard by it, suspend or terminate the membership of any member who fails to abide by the agreement in a).
- d) A member's right of privilege or obligation, because of membership of the Society, shall not be transferable to any other person and any such right or obligation shall cease on the cessation of such person's membership.

10 Subscriptions:

- a) Subscriptions shall be set by the Executive each year.
- b) Annual subscriptions shall be payable at the start of each financial year.

11 Annual General Meeting:

- a) The Annual General Meeting of the Society shall be held during the month of June each year, on a date to be decided by the Executive.
- b) The business to be transacted at an Annual General Meeting shall be:
 - confirmation of the Minutes of the previous Annual General Meeting and of any Special General Meeting held after that meeting;
 - receipt of reports from the President and the Treasurer;
 - election of Officers of the Society, and to note the names of Branch Delegates to the Executive, and any other appointments;
 - transaction of any business of which due notice has been given.

12 Special General Meetings:

- a) The Executive may convene a Special General Meeting in accordance with Clause 13.
- b) The Executive shall, on the written requisition of no less than twenty (20) financial members, convene a Special General Meeting. If that Special General Meeting has not been called within 28 days, the requisitionists or any one of them, may convene the meeting.
- c) A requisition lodged under b) shall lapse if the meeting has not been held within three months after lodgement of the requisition.

- d) Any Special General Meeting, convened under b), shall lapse if at the time set for commencement, any five (5) of the requisitionists are not present.
- e) No item of business shall be transacted at a Special General Meeting other than that for which notice has been given.

13 Notice of General Meetings:

- a) Notice of an Annual General Meeting or a Special General Meeting, which shall include details of the business to be transacted, shall be given to members not later than 21 days before the date set for the meeting.
- b) Notice of the meeting shall be in the form of one or more of-
 - a notice in the Society's journal, *Tasmanian Ancestry*;
 - an advertisement in each of the major newspapers published in Tasmania;
 - a notice in writing, posted to each financial member of the Society.

14 Adjournment of Meeting:

- a) The chairman of any Meeting, at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and from place to place.
- b) No business shall be transacted at the adjourned meeting other than the unfinished business held over from the original meeting.
- c) If the adjournment is for more than fourteen days, notice of the reconvened meeting shall be given as for the original meeting except that notice of the business to be transacted need not be given

15 Quorums:

- a) Business shall not be transacted at the Annual General Meeting or a Special General Meeting of the Society unless a quorum of thirty (30) members, entitled to vote, is present.
- b) For a Special General Meeting, if the required quorum is not present to allow the meeting to be opened within one hour after the appointed time, the meeting shall be abandoned.
- c) In the case of a meeting other than a Special General Meeting if the required quorum is not present the meeting shall be deferred by the chairman, to the same time on the same day of the next week at a place announced at the time of announcing the deferral.
- d) If a quorum is not present to allow the deferred meeting to be opened within half an hour of the appointed time, the meeting shall be abandoned.
- e) At Branch Committee Meetings and Executive Meetings of the Society a quorum consists of half of the total membership of the Committee plus one other, and must include two (2) Office-bearers.

16 Financial Year:

The financial year of the Society shall begin on the first day of April in each year and end on the thirty-first day of March in the next year.

17 Auditor:

- a) An Auditor shall be appointed each year, by the Executive, to audit the financial affairs of the Society for that year.
- b) The Treasurer of the Society shall deliver to the Auditor the Society's books of accounts and financial records, as required by the Auditor, and the audited accounts of each Branch, to enable him to report to the Annual General Meeting following the end of the financial year.
- c) Members of the Executive or the Public Officer shall not be appointed Auditor.

18 Amendments to These Rules:

- a) Amendments to these Rules shall be made only at an Annual General Meeting or a Special General Meeting of the Society provided that notice of the proposed amendments has been given to members in accordance with the relevant Clause.
- b) Amendments to these rules shall only be passed by a majority of not less than three-quarters of those members present and entitled to vote.
- c) Any member of the Society wishing to amend the Rules shall lodge the amendments, in writing, with the Executive for consideration.

19 Dissolution:

- a) The Society may be dissolved, by a resolution of the majority of members attending and entitled to vote, at a Special General Meeting convened in accordance with Clauses 12 and 13.
- b) Any resolution concerning the distribution of assets shall be in accordance with the Associations Incorporation Act 1964.
- c) In the event of the Society being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be repaid and applied by the Committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the Income Tax Assessment Act.

20 Common Seal:

- a) The Common Seal of the Society shall be a rubber stamp inscribed with the words "**Tasmanian Family History Society Incorporated**" encircling the word "**Seal**".
- b) The Common Seal of the Society shall not be fixed to any document except by the authority of the Executive.
- c) Affixing of the Common Seal to a document shall be attested by the signature of the Public Officer or the Secretary which shall be proof that the Seal was affixed by authority of the Executive.

The Common Seal shall be kept in the custody of the Society's Public Officer

21 Awards:

The Executive may grant, on behalf of the members, awards in accordance with the By-Laws of the Society.