



HISTORY QUEENSLAND INC.

Founded as Queensland Association of Local And Family History Societies; incorporated 30 July 1996
Name changed to History Queensland Inc 19 Nov. 2005; incorporated 21 Dec. 2005

BY-LAWS

approved by Management Committee 9 April 2024
approved by members at GM 19 May 2024

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BY-LAWS

1 **Constitutional Authority**

The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

- (i) In accordance with clause 42(1) of the Constitution, the management committee may make, amend or repeal by-laws, not inconsistent with the Constitution, for the internal management of the association.
- (ii) A decision of the management committee to make, amend or repeal a by-law shall come into effect immediately, but each such decision shall be placed before the next general meeting of the association for review.
- (ii) Any such decision may be set aside by a vote of members at a general meeting of the association.
- (iii) A copy of the By Laws is to be made available to members if requested.

2 **Organisation**

The Association's structure provides for member societies domiciled in Queensland and other classes of members.

3 **Patron**

The management committee may from time to time appoint a Patron.

- (i) The person recommended as Patron could be a Member of Parliament, Local Councillor, Family or Local Historian, or other honoured Member of the Community in recognition of his/her assistance to the Association or the wider family/local history community.
- (ii) The term of appointment as Patron will be at the discretion of the management committee.
- (iii) The appointment can be terminated by either party. Such advice must be in writing.
- (iv) The Patron is not eligible to vote or stand for election to any position on the Management Committee.

4 **Voting Rights**

- (i) Each member organisation shall be eligible to nominate a member as their representative at a general meeting of the Association.
- (ii) In the event of a vote each attending member organisation shall be entitled to one vote.
- (iii) Associate Members and Honorary Members and Honorary Life Members have no voting rights at general meetings of the Association.

5 **Membership fees**

- (i) The membership fees for the following year for each class of membership shall be determined by the Management Committee and approved by members at the annual general meeting.

- (ii) The fees shall be based on the number of members in each organisation –
 - Society with up to 50 members
 - Society with 51 to 100 members
 - Society with more than 100 members
 - Associate Member
- (iii) The membership fees for each class of membership shall be payable at a time determined by the Management Committee.
- (iv) New Members joining at the times indicated below should pay the relevant fee:
 - Between 1 Apr. and 31 Jan. :- Full Year fees –
Membership valid to 31 Mar.
 - From 1st February :- Full Year fees
Membership valid to 31 Mar. following year
(i.e. 14 months)

6 Insurance

- (i) History Queensland Inc. shall negotiate for group Public Liability Insurance with the appointed broker, and in negotiations with the Broker will appoint the Underwriter.
- (ii) Additional insurance, such as contents and/or building insurance, office bearer or other insurance may be arranged if requested by member organisations.
- (iii) Only financial members of History Queensland Inc. are eligible for insurance cover through History Queensland Inc.

7 Management Committee

The management committee of the Association shall be comprised of president, secretary and treasurer, who form the executive, plus insurance officer and other persons up to a total of nine.

8 Management Committee Meetings

- (i) Management Committee meetings shall be held at a location, and in the format, determined by the Secretary of the Association after consultation with the members of the committee and agreed to by a majority of those members.
- (ii) Attendance at a Management Committee meeting may be in person or by telephone or other electronic means, if agreed to prior to the commencement of said meeting.

9 Bank Accounts

- (i) In accordance with clause 45(1) of the Constitution, the funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (ii) A minimum of two accounts are to be used:
 - (a) A working account

- (b) An investment account.
- (c) Additional accounts may be opened for particular purposes as determined by the management committee.
- (iii) The treasurer, or other member of the executive, may access accounts on-line and circulate the statements required immediately prior to any Management Meeting.

10 **Authorised Signatures**

- (i) A payment by the Association is to be made using the Electronic Funds Transfer banking system and must be authorised by any two of the following;
 - (a) the treasurer;
 - (b) the secretary;
 - (c) the president.
 - (d) other persons as agreed to by the management committee.
- (ii) The authorised signatories for the year are to be named in the AGM Minutes.

Note: Any member of the executive may access the account details on-line.

11 **Common Seal**

The Association Common Seal shall be held by the Secretary. If approved by the Management Committee, it can be used when executing contracts and documents.

12 **Reimbursement of Expenses**

- (i) Management Committee Members and Representatives of a member organisation who are requested to attend a Management Committee meeting, or other meetings as a representative of History Queensland Inc. are to be reimbursed for expenses incurred in attending such meetings and for expenses incurred in carrying out their duties as members of the committee.
- (ii) The Association Newsletter Editor and the Association Web Master, shall be entitled to reimbursement of all expenses incurred in carrying out their duties.
- (iii) Expenses incurred in attending Management Committee or other meetings will be paid in the form of a mileage allowance at the current ATO rate when the expense is incurred.
- (iv) All claims for reimbursement of expenses will be submitted to the Treasurer on an *Expenses Claim Form* and include purpose, location, date, and if applicable, distance in kilometres. Any supporting receipts are to be attached to the claim form.
- (v) Reimbursement of expenses requires the approval of a majority of management committee members.

13 **Web Site**

The Association shall maintain a web site: <https://www.historyqueensland.org.au/>

- (i) The Association Web-Master shall be appointed at the Annual General Meeting.

- (ii) The current copy of the Association Constitution and By-Laws will be made available on the Association website.

14 Association Property

- (i) All items belonging to History Queensland Inc and held in storage or at members' private residences or member organisation's premises are to be listed on the *Inventory Form*, a copy of which must be held by the Secretary.
- (ii) An annual stock-take is to be completed and the current inventory provided to the management committee before the AGM.

15 Data Protection

History Queensland Inc. must take such steps as are reasonable in the circumstances to protect the personal information that it holds about its members:

- (i) to protect the information from misuse, interference and loss by storing the information securely
 - (ii) to protect from unauthorised access, modification or disclosure by limiting the information kept to specified office bearers – President, Secretary, Treasurer, Insurance Officer.
 - (iii) to ensure there is a complete record for the archives, all records and databases are subject to a regular monthly backup to an external hard drive and another device including cloud storage.
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