

# QUEENSLAND FAMILY HISTORY SOCIETY INC.

## BY-LAWS

### BY-LAW 1. INTERPRETATION

1. In all cases in these By-Laws of the Society, 'his' and its derivatives is to be read to represent 'his' or 'her' or 'its' as the case may be.
2. These By-laws must be read in conjunction with the Rules of the Society which are referred to in this document as the Constitution.

### BY-LAW 2. MEMBERSHIP

1. All applications for membership shall be made in a form prescribed by the Management Committee. All applicants are to be informed in writing that membership is subject to approval by the Management Committee.
2. **Classes of Membership.** The classes of membership, as set out in the Constitution, are:
  - a. Annual: comprising Ordinary, Family, Associate and Junior members;
  - b. Life members;
  - c. Honorary Life members.
3. **Family Membership.** This membership is for two (2) people 15 years of age and over, not necessarily living at the same address. It is also known as Dual Membership and is referred to as such in all Society publications. A Dual Membership will:
  - a. receive two (2) member cards,
  - b. receive one (1) Journal per issue,
  - c. have only one (1) voting right.

All correspondence shall be directed to the nominated address.

#### 4. Associate Membership

- a. Genealogical and family history societies, and those in allied fields such as local history, historical, and one-name groups, may apply for Associate Membership so their members can have visiting rights to the Library and Resource Centre. An Associate Member will:
    - i. be issued two (2) member cards,
    - ii. receive one(1) print or electronic Journal per issue,
    - iii. provide the QFHS without charge a print or electronic journal and/or newsletter per issue,
    - iv. have only one (1) voting right.
  - b. No more than two (2) members of an Associate Membership may use the QFHS Library and Resource Centre at any one time, unless prior arrangements have been made for a greater number of members of the Associate group to attend. To validate their free use of the QFHS Library and Resource Centre, these members must present either the member cards of QFHS with which they have been issued or their own society's membership card.
5. **Junior Membership.** Junior Membership shall be available to people who have attained the age of 15 years but have not yet reached their 18th birthday. Annual fees for Junior members shall be set at two thirds  $\frac{2}{3}$  the ordinary member fee, to the nearest whole dollar. Junior members have the same voting rights as ordinary members.

#### 6. Life Membership

- a. Life members will have all the privileges of an ordinary member, without payment of an annual subscription.
- b. Unless otherwise determined by the Management Committee, two (2) Life members residing at the same address will receive one (1) print or electronic journal per issue.

- c. Life membership is not available to Junior Members.
7. **Joining Fee.** All applicants for membership shall be required to pay a joining fee as set from time to time at a general meeting. Non-members who have paid the requisite fee to use the Library and Resource Centre, and then apply to join the Society within two (2) weeks of that payment, shall have that fee credited against their joining fee.
  8. **Membership Fees**
    - a. The applicable annual fee is payable each year, in advance on or before the anniversary of the first day of the month of the member's admission as a member, except that members who are financial on 1 April 2016 and maintain continuous membership thereafter shall have an annual renewal date of the first day of July.
    - b. The Management Committee may at its discretion:
      - i. waive a joining fee in respect of any application or class of applications,
      - ii. grant up to two (2) months of complimentary membership in respect of any application or class of applications,
      - iii. extend the time of payment of an annual fee for any member.
    - c. Membership fees shall be as set from time to time in accordance with Clause 6(1) of the Constitution.
  9. **Overseas Membership.** Membership will be accepted from overseas applicants in Australian currency.
  10. **Unfinancial Members**
    - a. Clause 23 (4) of the Constitution provides that no member shall be entitled to vote at any general meeting if his annual subscription is more than one (1) month in arrears at the date of the meeting. Additionally clause 8 (2) provides that if a member has membership fees in arrears for a period of three (3) months or more the Management Committee shall consider whether his membership shall be terminated.
    - b. Unfinancial members may not use the Library free of charge; a non-member fee shall be charged.
  11. **Lapsed Membership**
    - a. A membership is deemed to have lapsed if membership fees are in arrears for a period of three (3) months or more.
    - b. Lapsed members who re-join the Society may be required to pay the current joining fee and the relevant annual membership fee.
    - c. Re-joining members may retain their original membership number.
  12. **Member Cards.** All members will be issued with a card that shows their member number, given name, surname/name of Group.
  13. **New Members' Handbook.** All new members will be sent a copy of the New Members' Handbook. They will also receive a copy of the following forms and information: pedigree; family group sheet; members' interests; special interest groups; library rules; publications for sale list. A Journal Loan form will be sent to members eligible for the Journal Loan Scheme. Additional copies of the Handbook may be bought.
  14. **Members' Pedigrees.** All members are to be encouraged to submit their pedigree for indexing and inclusion in the Society's Pedigree Section. Details may be submitted by QFHS form or

electronically in an accepted format. All submitted pedigrees must include the submitter's member number, name and address.

15. **New Members' Welcome and Orientation.** So that new members may become familiar with the facilities offered by the Society, they will be invited to attend a *New Members' Welcome and Orientation Session*.
16. **Country Members.** Excluding Associate Members, any financial member living in Queensland whose place of residence registered with the Society is situated outside a radius of 50km from the General Post Office, Brisbane, may be classified as a country member.
  - a. Such members are entitled to participate in the Journal Loan Scheme, and extended research services.
  - b. A member who transfers to a country locality will be identified by the Membership Secretary. Details of the special services available to country members will then be sent to such members.

### **BY-LAW 3. JOURNAL ONLY SUBSCRIPTION**

Any library or people approved by the Management Committee may subscribe to a *'Journal Only'* subscription. Such subscribers will not be regarded as members of the Society and shall have none of the rights and privileges conferred by membership.

*Journal Only* subscribers are not issued with a member card.

The cost of a *Journal Only* subscription, including postage, shall be as determined by the Management Committee from time to time.

### **BY-LAW 4. PRE-SEPARATION GROUP**

Only members of the Society are eligible for membership of the Pre-Separation Group. Children may not be members of this Group by reason of their parent's membership of the Society—they must be members in their own right, either as individuals or as part of a dual membership.

### **BY-LAW 5. MEMBERS ATTENDING OUTSIDE EVENTS**

Where a society member with the approval of the Management Committee is representing the society at an outside event, either as a speaker or helping on a society stand that the following rules apply for those wishing to claim reimbursement of expenses incurred.

1. Members travelling to an event using their own vehicle may claim for kilometres travelled at half the rate per kilometre set by the Taxation Department at the time.
2. Members who use public transport may claim for the fares incurred.
3. Where a speaker's fee has been offered and the payment made to the society, that the member speaking be given the option of receiving the first \$50. In this case clauses 1 & 2 would not apply unless expenses incurred were in excess of \$50 and then reimbursement would be at the same rate as those set out in these two clauses.
4. Members who are required to stay in overnight accommodation for a speaking engagement and have not been reimbursed by the organisation who invited them, may claim reimbursement for their accommodation at a level considered acceptable by the Management Committee.

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Previous by-laws relating to these matters were repealed.

By-laws 1 – 4 were made by the Management Committee at a meeting held on 2 Mar 2016.

By-law 5 was made by the Management Committee at a meeting held on 4 June 2014.