



QUEENSLAND FAMILY HISTORY SOCIETY INC.

BYLAWS

INTRODUCTION

On / / 2024, the members of the Queensland Family History Society passed a special resolution to adopt a new constitution for the Society. Under the constitution there is one class of membership in the Society under the *Associations Incorporation Act 1981* (Qld) which is ordinary membership.

All persons who are entitled to do so are encouraged and invited to apply to be an ordinary member of the Society. All existing members of the Society at the time of the adoption of the constitution automatically became ordinary members of the Society but if applicable to their category of membership must renew their membership on its next renewal date.

BY-LAW 1 INTERPRETATION

These bylaws must be read in conjunction with the constitution of the Society.

BY-LAW 2 MEMBERSHIP CATEGORIES

2.1 Classes of members

- a) Membership of the Queensland Family History Society, as set out in in Rule 3.1.1 of the constitution, consists of ordinary members.
- b) Ordinary members must support the objects of the Society and be 18 or more years of age.

2.2 Rights of members

All ordinary members of the Society who have paid the annual membership fee have the following rights:

- a) to receive financial reports and other documents accessible to members of an incorporated association as provided in the *Associations Incorporation Act 1981* (Qld) and regulations;

- b) to vote on member' s business such as to:
 - i. change the constitution (which sets the purpose, membership model and governance model);
 - ii. elect and remove the management committee members;
 - iii. wind up the association and distribute any surplus
 - iv. to propose business for a members meeting provided this is done in accordance with the constitution;
 - v. be nominated for a management committee position.

2.3 Member responsibilities

Ordinary members of the Society

- a) are not entitled to receive any direct or indirect financial benefit from the company whilst it operates nor upon its windup, unless it is by virtue of a separate contract for service;
- b) must abide by the constitution and its governance framework.

2.4 Application for membership

To be an ordinary member, a person must:

- a) apply to be a member of the Society in accordance with clause 3.3.1 of the constitution, or
- b) renew their membership in accordance with clause 3.5 ; and
- c) pay the applicable fees.

2.5 Membership categories

Members join in one of the following categories:

- a) Individual
- b) Joint
- c) Life
- d) Honorary life

2.6 Individual membership category

This category is for one person. An Individual member

- a) pays one joining fee on commencing their membership,
- b) pays the Individual membership fee annually, as set out in bylaw 3.2,
- c) receives one (1) member identification, such as a card to use the services of the association and
- d) has one (1) voting right on members business in accordance with the constitution.

2.7 Joint Membership

This category is for two (2) people, not necessarily living at the same address but nominating one mailing address. Joint members:

- a) pay one joining fee on commencing their membership,

- b) pay the Joint membership fee annually, as set out in bylaw 3.2,
- c) receive two (2) member identifications, such as cards, entitling them both to use the services of the association; and
- e) each joint member has one voting right on members business in accordance with the constitution.

One (1) copy of all printed or hard-copy notices, correspondence, and issues of the Society journal is directed to the nominated mailing address.

All electronic communications are directed to each Joint member's nominated email address.

2.8 Life Membership

Membership of this category may be offered by the Management committee at its discretion from time to time. It may be

- a) purchased at a price determined by the Management committee, or
- b) offered for reasons determined by the Management committee.

Life members have all the privileges of an Individual member, without payment of an annual subscription.

Unless otherwise determined by the Management committee, two (2) Life members residing at the same address receive one (1) copy of any physical notices, correspondence, and issues of the Society journal.

2.9 Honorary Life Membership

Members of this category will be elected by recommendation of the Management committee for services to the Society and to genealogy.

The number of honorary life members shall be limited to 20 living natural persons.

Honorary life members have all the privileges of an Individual member, without payment of an annual subscription.

BY-LAW 3 FEES for MEMBERSHIP

3.1 Joining Fee

- a) All membership applications incur a joining fee as set from time to time, unless waived by the Management committee.
- b) Non-members who have paid the requisite fee to use the Research Centre, and then apply to join the Society within two (2) weeks of that payment, have that fee credited against their joining fee. Any remaining credit is applied to the nominated membership fee.

3.2 Membership Fees

- a) Membership fees are set by the Management committee from time to time in accordance with the constitution.
- b) The applicable membership 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 were financial on 1 April 2016 and maintain continuous membership thereafter have an annual renewal date of the first day of July.
- c) The Management committee may at its discretion:
 - i. waive a joining fee in respect of any application,
 - ii. determine that no fee is payable by a member or members, in whole or in part, in a given year,
 - iii. include a range of concessions for new memberships and for renewal of membership,
 - iv. extend the time for a member to pay the fee.

3.3 Member services

In addition to the rights set out in Bylaw 2.2, upon payment of the applicable membership fee, the services that ordinary members receive include, but are not limited to:

- a) the opportunity to meet with like-minded people, participate in family history projects, and share the enjoyment of family history
- b) access to Queensland's largest collection of genealogical online datasets, searchable collections, presentations and news and journals, from your own home
- c) access to an even greater collection of resources and facilities at the Society's Resource Centre, including library access to subscription-based online genealogy services such as
- d) the opportunity to attend meetings, seminars, and workshops organised by the Society, either in-room or online
- e) discounts for the Society's paid education events, bookshop products, and research service
- f) the receipt of the Queensland Family Historian journal in print or electronically and Snippets, the monthly eNewsletter
- g) discounted prices for a wide selection of titles from the Society bookshop
- h) a secure log-in access to the Society's website.

3.4 Unfinancial Members

Any member who has any fee or levy outstanding

- a) may not access the Society's services free of charge that is a non-member fee for the applicable service will be charged,
- b) is not eligible to serve on the Management committee, or any sub-committee of the Management committee, ,

- c) is not entitled to nominate for office on the Management committee or any sub-committee of the Management committee,
- d) cannot propose or second any resolution at a members' meeting,
- e) is not eligible to be counted in the quorum for a meeting, and
- f) is not entitled to vote at a members' meeting.

3.5 Lapsed Membership

- a) A membership is deemed to have lapsed (ceased) 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) Lapsed members who re-join the Society may not receive the same membership number as held during their previous membership period.

3.6 International payments

International payments to the Queensland Family History Society (QFHS) are accepted in Australian currency only.

BY-LAW 4 DAY VISITORS

4.1 Payment

A non-member may use the Research Centre as a day visitor by payment of a sum as determined by the Management committee.

4.2 Visitor responsibilities

Visitors must record their details in the attendance register and agree to the rules of Research Centre use.

BY-LAW 5 DISABILITY SUPPORT

Members and visitors to the Research Centre who depend on a support worker may be accompanied by that support worker and no attendance fee will be charged for that support worker.

BY-LAW 6 YOUTH SUPPORT

A person under 18 years of age wanting to undertake historical research, including family history, may attend the Research Centre without charge, provided they are accompanied by an adult who takes full responsibility for their conduct and adherence to Research Centre rules.

BY-LAW 7 JOURNAL-ONLY SUBSCRIPTION

- 7.1** Any person or organisation may subscribe to a '*Journal Only*' subscription. Such subscribers are not ordinary members of the Society..
- 7.2** *Journal Only* subscribers are not issued with a member card.
- 7.3** *Journal Only* subscribers receive one (1) electronic copy of the Queensland Family Historian per issue.
- 7.4** The cost of a *Journal Only* subscription is as determined by the Management committee from time to time.

BY-LAW 8 ASSOCIATE SUBSCRIPTION

- 8.1** Any organisation or group may subscribe to an '*Associate*' subscription.
- 8.2** Such subscribers are not ordinary members of the Society.
- 8.3** Associate subscribers have visiting rights to the Research Centre and access to a range of benefits as determined by the Management committee from time to time.
- 8.4** An Associate subscriber:
- a) Is issued two (2) associate identifiers, such as cards,
 - b) receives one (1) electronic copy of the Queensland Family Historian per issue, and
 - c) if issued, provides the Queensland Family History Society a print or electronic copy of their journal and/or newsletter per issue, without charge.
- 8.5** No more than two (2) members of an Associate subscriber may use the Research 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 Research Centre, these members must present either their Associate cards of QFHS with which they have been issued or their own society's membership card.
- 8.6** The cost of an Associate subscription is as determined by the Management committee from time to time.
- 8.7** All Associates of the Society at the time of the adoption of the constitution automatically became an Associate subscriber of the Society but must pay any applicable annual renewal fee, when it falls due, to remain an Associate.

BY-LAW 9 AWARDS**9.1 Fellow**

- a) The admission of a Member as a Fellow of the Society is the highest Honour the Society can bestow. It signifies exemplary service over a long period above and beyond the call of duty.
- b) It is determined by resolution of the Management committee.
- c) The number of Fellows is limited to 10 living persons.
- d) Fellows of the Society may use the postnominal FQFHS.

9.2 Honorary Life

- a) An award given to members or non-members who have made a significant contribution to the work of the Society.
- b) It is determined by resolution of the Management committee.
- c) The number of Honorary Life members is limited to 20 living persons.

9.3 The Family History Book Award

- a) Offered annually for the best history of a Queensland family published in book form within the last five years.
- b) Submissions must meet certain criteria.
- c) There may be no award, or multiple award winners, in one year.
- d) It is determined by the Book Award sub-committee.

9.4 Services to Family History

- a) It is presented annually to QFHS members who have made a significant contribution to family history.
- b) Nominations are made by members.
- c) It is determined by a committee established by the Management committee.

9.5 *Queensland Family Historian* Journal Article of the Year: Members Choice

- a) Open to members and non-members who have had articles published in the *Queensland Family Historian* in the calendar year.
- b) It is determined by a poll of members of the Society

BY-LAW 10 PRE-SEPARATION GROUP

10.1 Eligibility

Only members of the Society are eligible for membership of the Pre-Separation Group.

10.2 Individual qualification

Family members may not be members of the Pre-Separation Group by reason of their familial relationship with existing members of the Society. They must qualify in their own right.

BY-LAW 11 MEMBERS ATTENDING COMMUNITY OR NON-QFHS EVENTS

The following rules apply for those wishing to claim reimbursement of expenses incurred when a member represents the Society at a community or non-QFHS event with the prior approval of the Management committee, either as a speaker or by undertaking specific tasks.

- 11.1** Members travelling to an event using their own vehicle may claim the kilometres (km) travelled at the rate per km set by the Australian Taxation Office at the time.
- 11.2** Members who use public transport may claim fares incurred, including any unavoidable travel by taxi and fare rides from a railway station or bus terminal to the venue for the event.
- 11.4** The Management committee may approve payment of an agreed fee to any member speaking on behalf of QFHS at an approved event.
- 11.5** 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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