



QUEENSLAND FAMILY HISTORY SOCIETY INC.

BYLAWS

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INTRODUCTION

On 24 March 2026, the members of the *Queensland Family History Society Inc.* (the Society) passed a special resolution to adopt a new constitution for the Society.

All existing members of the Society, except for existing associate members, automatically became ordinary members of the Society at the time of the adoption of the constitution, but if applicable to their category of membership must renew their membership on the next renewal date.

BYLAW 1 INTERPRETATION

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

BYLAW 2 MEMBERSHIP ARRANGEMENTS

2.1 Classes of members

Membership of the Society, as set out in in clause 3.1.1 of the constitution, consists of ordinary members in one of three classes:

- a) Annual
- b) Life
- c) Honorary Life

As set out in in clause 3.1.3 of the constitution, ordinary members must be 18 or more years of age, support the purpose of the Society, abide by the Society's constitution, bylaws and policies, and are entitled to all the rights and privileges of a member.

2.2 Member rights

All ordinary members of the Society who have paid the applicable 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 Society and distribute any surplus
- c) to propose business for a members meeting provided this is done in accordance with the constitution;
- d) be nominated for a management committee position.

2.3 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:

- a) the opportunity to meet with like-minded people, participate in family history projects, and share the enjoyment of family history;
- b) access to one of Queensland's larger collections of genealogical online datasets, searchable collections, presentations and news and journals, from the member's electronic device;
- c) access to an even greater collection of resources and facilities at the Society's Research Centre, including library access to subscription genealogical services such as Ancestry, Findmypast, MyHeritage and FamilySearch;
- 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) receipt of the Society's journal the *Queensland Family Historian* and monthly eNewsletter *Snippets*; and
- g) on first joining the Society, new members will receive a copy of the *New Member's Handbook* and be invited to attend a *New Member's Welcome and Orientation*.

2.4 Member responsibilities

Ordinary members of the Society

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

2.5 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 of the constitution, and
- b) pay the applicable fees.

2.6 Membership fee structures

a) Annual membership

i. Individual fee structure

This fee structure is for one ordinary member. An Annual member

- pays one joining fee on commencing their membership,
- pays the annual membership fee annually, as set out in bylaw 4.2,

- receives one member identification, such as a card and membership number, to use the services of the Society, and
- has one voting right on members business in accordance with the constitution.

ii. Joint fee structure

This fee structure is for two ordinary members, not necessarily living at the same address but nominating one mailing address.

Joint members:

- pay one joining fee on commencing their Joint membership,
- pay the Joint membership fee annually, as set out in bylaw 4.2,
- receive two member identifications, such as cards and membership numbers, entitling them both to use the services of the Society; and
- each joint member has one voting right on members business in accordance with the constitution.

One 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.

b) Life Membership

Life membership may be offered by the management committee at its discretion from time to time.

- i. This fee is determined as set out in clause 3.6.1 of the constitution.
- ii. Life members have all the privileges of an Annual member, without payment of an annual membership fee.
- iii. Unless otherwise determined by the management committee, two Life members residing at the same address receive one copy of all printed or hard-copy notices, correspondence, and issues of the Society journal.
- iv. All electronic communications are directed to each member's nominated email address.

c) Honorary Life Membership

Honorary Life Membership is conferred on a member or non-member of the Society in appreciation of outstanding services to the Society.

- i. Honorary Life members have all the privileges of an Annual member, without payment of a joining fee, an annual membership fee or a life membership fee.
- ii. It is determined by resolution of the management committee.
- iii. Nominations for Honorary Life membership may be made by one or more members of the Society.

- iv. The number of Honorary Life members shall be limited to twenty living natural persons. The count of Honorary Life members at any one time shall include the number of living Fellows of the Society who became Honorary Life members because of the awarding of a Fellowship.
- v. There is no requirement for the management committee to confer an Honorary Life membership each year. The number conferred in any one year shall be limited to three.

BYLAW 3 APPOINTMENT OF PROXY

3.1 Voting by proxy

Voting by proxy must be in accordance with clause 5.8 of the constitution.

3.2 Form to appoint a proxy

An instrument appointing a proxy must be in writing and be in the following or similar form, as approved by the Management Committee:



Appointment of Proxy

I,
(full name)

being a member of the *Queensland Family History Society Inc.*,

Member number

Appoint
(name of proxy holder)

being a member of the *Queensland Family History Society Inc.*,

Member number

as my proxy to vote for me on my behalf at the general meeting of the *Queensland Family History Society Inc.* to be held on

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf:

- at their discretion in respect of any motion
- at their discretion in respect of the following resolution/s –

.....
.....

Signed

Dated

This Proxy Form can be:

- hand delivered to 46 Delaware Street, Chermside.
- mailed to PO Box 78 Geebung, QLD 4034 (allow at least 7 days)
- scanned and emailed to secretary@qfhs.org.au

to reach Secretary **no later than**[insert time and date 48 hours prior to meeting start time]

BYLAW 4 FEES for MEMBERSHIP

4.1 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 weeks of that payment, have that fee credited against their joining fee. Any remaining credit is applied to the nominated membership fee.

4.2 Membership Fees

- a) Annual membership fees are as set from time to time in accordance with clause 3.6 of the constitution.
- b) The applicable annual 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 annual membership 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 a fee.

4.3 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 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 be nominated for office on the management committee or any subcommittee 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.

4.4 Lapsed Membership

- a) A membership is deemed to have lapsed (ceased) if membership has ceased in accordance with clause 4.3 of the constitution, that is, if the member fails to pay the annual membership fee within three calendar months of its due date.

- 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.

4.5 International payments

International payments to the Society are accepted in Australian currency only.

BYLAW 5 DAY VISITORS

- a) A non-member may use the Research Centre as a day visitor by payment of a sum as determined by the management committee from time to time.
- b) Visitors must record their details in the attendance register and agree to the rules of Research Centre use.

BYLAW 6 DISABILITY SUPPORT

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

BYLAW 7 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.

BYLAW 8 JOURNAL-ONLY SUBSCRIPTION

- a) Any person or organisation may subscribe to a journal-only subscription.
- b) Such journal-only subscribers are not ordinary members of the Society.
- c) An application for journal-only subscription must be:
 - i. in writing; and
 - ii. in the form decided by the management committee; and
 - iii. be accompanied by the applicable fee.
- d) Journal-only subscribers are not issued with a member card.
- e) Journal-only subscribers receive one electronic copy of the *Queensland Family Historian* per issue.
- f) The annual cost of a journal-only subscription is as determined by the management committee from time to time.

- g) All journal-only subscribers of the Society at the time of the adoption of this bylaw automatically became a journal-only subscriber of the Society but must pay any applicable annual subscription fee to remain so in future years.

BYLAW 9 ASSOCIATE SUBSCRIPTION

- a) Any organisation or group may subscribe to an associate subscription.
- b) Such associate subscribers are not ordinary members of the Society.
- c) Such associate subscribers must
 - i. support the purpose of the Society; and
 - ii. abide by the Society's constitution, bylaws and policies.
- d) An application for associate subscription must be:
 - i. in writing; and
 - ii. in the form decided by the management committee; and
 - iii. be accompanied by any other documents or evidence of qualification for associate subscription, as determined by the management committee from time to time; and
 - iv. be accompanied by the applicable fee.
- e) An Associate subscriber
 - i. is issued two associate identifiers, such as cards,
 - ii. receives one electronic copy of the *Queensland Family Historian* per issue,
 - iii. receives one copy of the Society's e-newsletter *Snippets* per issue, and
 - iv. if issued, provides a print or electronic copy of their journal and/or newsletter per issue to the Society, without charge.
- f) 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.
- g) No more than two 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 subscriber to attend. To validate their free use of the Research Centre, these members must present either their associate subscription cards issued by the Society, or their own society's membership card.
- h) The annual cost of an associate subscription is as determined by the management committee from time to time.
- i) All associate members of the Society at the time of the adoption of the constitution automatically became associate subscribers of the Society but must pay any applicable annual subscription fee to remain so in future years.

BYLAW 10 AWARDS

10.1 Fellow

- a) The management committee may confer the honour of a Fellowship (Fellow of the *Queensland Family History Society Inc.*) on a member of the Society who has provided:

- i. long and sustained promotion of the Society in multiple facets of family history and genealogy,
 - ii. creative ideas related to family history and genealogy carried through for the benefit of the Society, which raise the Society's stature or finances,
 - iii. continuous contribution to the running of the Society, not necessarily through being on the management committee.
- b) The number of Fellows of the Society shall be limited to 15 living Fellows at any time.
- c) The number of Fellows of the Society shall be included in the count of the number of Honorary Life members of the Society, as set out in in bylaw 2.6.c) iv.
- d) There is no requirement for the management committee to confer an honour of Fellowship each year. The number conferred in any one year shall be limited to three.
- e) Nomination of a member for the award of Fellowship may be made by one or more members of the Society.
- f) On receipt of nominations, the management committee shall appoint a Fellowship sub-committee to consider any nomination/s and to make any recommendation for the award of a Fellowship to the management committee.
- g) The Fellowship sub-committee shall consist of a maximum of five members, including the President, a maximum two other members of the management committee, and a maximum of two Fellows appointed by the management committee.
- h) Fellowship shall additionally confer Honorary Life membership as provided for in bylaw 2.6.c) on any recipient who is not already a Life member or Honorary Life member of the Society.

10.2 Services to Family History

- a) The Society may confer the honour of the Services to Family History Award on a member of the Society who has made a significant voluntary contribution to:
 - i. family history in general, benefiting all family historians, or
 - ii. the Society, benefiting all members by
 - improving society resources, or
 - helping with the administration of the Society, or
 - involvement in the many specialised tasks that enable the Society.
- b) The award is presented annually. If there is no suitable nominee, the Society is not obliged to make an award.
- c) No person may receive the award more than once.
- d) Nominations for the Services to Family History award may be made by one or more members of the Society.
- e) On receipt of nominations, the management committee shall appoint a sub-committee to consider any nomination/s and to make any recommendations for the award to the management committee.
- f) The sub-committee will consist of no fewer than two current members of the Society who are previous recipients of the award for Services to Family History. Any

proposed judge who feels that they have a vested interest (e.g. having nominated another member for an award in the current year) is expected to decline the role of judge for that year.

10.3 The Family History Book Award

This award is to promote and acknowledge good writing and publishing of family histories.

- a) The Society may confer the honour of the Family History Book Award on a person who has published the best family history with significant Queensland content, in book form, within the last five years.
- b) Submissions must meet certain criteria detailed in the guidelines and conditions of entry.
- c) The award is presented annually. There may be no award, or multiple award winners, in one year. There may be runners-up or highly commended awards.
- d) Nominations may be from any author or their authorised representative, who need not be a member of the Society.
- e) The award is determined by the Book Award sub-committee, comprised of the convenor and three judges, who need not be members of the Society but shall be
 - i. genealogists or people experienced in genealogical research, or
 - ii. qualified librarians, or
 - iii. writers or literary critics of note, or
 - iv. historians or compilers of historical or archival material.
- f) The form of the awards is determined by the management committee.

BYLAW 11 PRE-SEPARATION GROUP

- a) A Certificate Member of the Pre-Separation Group must demonstrate their descent from at least one ancestor who lived in the area which became Queensland before its separation from the Colony of New South Wales on 10 December 1859.
- b) Eligibility for membership of the Pre-Separation Group is restricted to members of the Society.
- c) Applicants to the Pre-Separation Group must qualify as a Certificate Member themselves, rather than by their familial relationship with existing members of the Group.

BYLAW 12 MEMBERS REPRESENTING THE SOCIETY AT EXTERNAL EVENTS

The following applies 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.

- a) 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.

- b) 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.
- c) The management committee may approve payment of an agreed fee to any member speaking on behalf of the Society at an approved event.
- d) 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.