

REDCLIFFE & DISTRICT FAMILY HISTORY GROUP Inc. BY-LAWS

Section 40 of our Constitution, entitled “By-Laws” states that “The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal Management of the association. A By-law may be set aside by a vote of members at a General Meeting of the association.”

1. In these By-laws the Redcliffe & District Family History Group Inc. may also be referred to as “The Group.”
2. The President shall ensure that the By-Laws are reviewed at least once per financial year.
3. Any revisions to the bylaws shall be dated and summarized and minuted.
4. **The Group’s Vision** shall be defined as: “To preserve the past for the future.”
5. **The Group’s Purpose** shall be defined as: “To bring together those people who are interested in the study of genealogy, heraldry, family and local histories and to assist and encourage members in their research.”
6. **Management Committee**
 - a. Management Committee Meetings shall be convened by the Secretary as and when deemed necessary but shall be held at least four times per financial year;
 - b. the Management Committee shall consider and recommend on matters of Governance and other such issues as may be specified in these By-laws;
 - c. all recommendations made by the Management Committee will be put before the next General Monthly Meeting for endorsement by the general membership;
 - d. the Management Committee shall consist of the following elected officers:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Assistant Treasurer
 - v. Secretary
 - vi. Assistant Secretary
 - vii. Newsletter Editor
 - viii. Almoner

The duties of each office shall be defined as follows:

7. **Office of President.** The duties of the President include:
 - a. chairing the committee;
 - b. playing a major role in Group general meetings;
 - c. representing the RDFHG at internal and external events;

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- d. chairing every meeting they attend. If they can't attend a meeting, the Vice President or another member of the Management Committee will sit in as acting chair;
 - e. reporting on the past year's activities at the AGM.
8. **Office of Vice President.** *In the absence of the President*, the Vice President will assume the President's responsibilities by:
- a. chairing the committee or meeting;
 - b. playing a major role in general meetings;
 - c. representing the President.
9. **Office of Treasurer.** The Treasurer is responsible for the financial affairs of the association. Their duties will include:
- a. keeping and maintaining an asset register for the association;
 - b. ensuring the petty cash balance is managed correctly;
 - c. documenting all payments made, including receipts, invoices and statements;
 - d. maintaining all Group deposit and cheque books;
 - e. ensure that all payments are approved or ratified by the management committee and that they are recorded in the minutes;
 - f. keeping all financial records in Queensland;
 - g. ensuring that a receipt book of consecutively numbered receipts is kept;
 - h. using a computer system that keeps track of these records;
 - i. reporting on the past year's activities at the AGM.
10. **Office of Assistant Treasurer.** The Assistant Treasurer will assist the Treasurer by:
- a. managing the petty cash balance;
 - b. documenting all payments made, including receipts, invoices and statements;
 - i. maintaining a receipt book of consecutively numbered receipts;
 - ii. informing the Treasurer when new resources are obtained (to ensure accuracy of the Assets Register);
 - c. maintaining all deposit and cheque books;
 - d. making sure that the committee:
 - i. approves or ratifies all payments made;
 - ii. records details of these payments in the minutes.
11. **Office of Secretary.** The duties of the Secretary include:
- a. keeping a register of all members;
 - b. ensuring the appropriate level of privacy for members' personal information;
 - c. sending and receiving letters, emails or other documents;

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- d. where necessary, advising the president or treasurer about urgent matters that arise from correspondence;
 - e. taking nominations for the management committee;
 - f. Informing members about meetings (giving appropriate notice);
 - g. calling and convening all meetings;
 - h. arranging the meeting venue;
 - i. preparing the meeting agenda;
 - j. gathering and presenting any relevant documents to be presented at the meeting;
 - k. taking and keeping of minutes of meetings;
 - l. making the minutes available to members;
 - m. complete any actions arising from meetings that require correspondence;
 - n. maintaining the Group website ;
 - o. reporting on the past year's activities at the AGM.
12. **Office of Assistant Secretary.** The Assistant Secretary will assist the Secretary by:
- a. In the absence of the Secretary, or to assist same, assuming any of the Secretary's responsibilities, as required;
13. **Office of Newsletter Editor.** The duties of the Newsletter Editor include:
- a. obtaining material for publication by canvassing members as necessary;
 - b. publishing Newsletters three times per year;
 - c. organising the distribution of Newsletters (co-opting other members to assist).
14. **Office of Almoner.** The duties of the Almoner include:
- a. making efforts to gain information about, and make contact (by phone, email, or card) with members who have fallen ill, or had accidents;
 - b. maintaining contact periodically with members who are suffering long-term illness or infirmity;
 - c. reporting activity at the Monthly General Meetings.
15. **Position of Librarian.** The position of Librarian will be appointed by the Management Committee. The Librarian's duties include:
- a. maintaining and updating the library resources databases;
 - b. ensuring that new members receive the latest available resource package;
 - c. ensuring that existing members are advised of updates to the resource package;
 - d. receiving and filing affiliated societies' Newsletters;
 - e. supervising the changeover from the hard copy to the electronic exchange of Newsletters with our affiliated societies;

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- f. maintaining a lending log for Newsletters and other resources;
- g. receiving and actioning suggestions for new acquisitions;
- h. logging all new acquisitions into the register provided;
- i. reporting on the past year's activities at the AGM.

16. Position of Publicity Officer. The position of Publicity Officer may be appointed by the Management Committee. The duties will include;

- a. organising the Group's annual Open House and other information and social events as necessary;
- b. spreading the word about the Group, and making the Group more visible in the community;
- c. regular liaison with local media and further afield where necessary;
- d. co-opting other willing members to assist where necessary;
- e. improving networking with other organisations;
- f. organising and heading sub-committees where necessary to accomplish any of the above;
- g. sustaining and increasing Group membership numbers.

If a volunteer cannot be found for the post of Publicity Officer, the duties will be shared amongst other Committee members and/or volunteers from the general membership.

17. Alterations to Duties. Changes to the duties of any office or position may be made at any time at a convened meeting of the Management Committee and will be communicated to the general membership at the next General Meeting.

18. Sub-Committees

Sub-committees may be instituted by the Management Committee for specific purposes, as and when required.

19. Membership

- a. *Membership.* The Group's membership year is aligned with the financial year i.e. from 01 July to 30 June;
- b. *Annual Membership Fees.* Annual renewal subscriptions are as follows:

Single Membership	\$35.00
Family Membership	\$40.00
- c. *New members.* On joining, new members will be required to pay a "joining Fee" of \$6.00 which will cover administration costs and will include the provision of a copy of the Group's Constitution, By-laws and Library Resources. There is a sliding scale of joining fees, depending on the quarter in which one joins. The following schedule applies to joiners in the following quarters and each sum includes the \$6.00 joining fee:

July / August / September:	Single Membership	\$41.00
	Family membership	\$46.00

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October / November / December:	Single Membership	\$33.00
	Family membership	\$36.00
January / February / March:	Single Membership	\$24.00
	Family membership	\$26.00
April / May / June:	Single Membership	\$15.00
	Family membership	\$16.00

- d. *Lapsed memberships.* If a member allows their membership to lapse through non-payment of subscription and later wishes to re-join, the joining fee may be waived at the discretion of the Management Committee.

20. Privacy

- a. *Privacy Statement.* all members will be required to sign a Privacy Statement agreeing that their name and contact details be made available either:
 - i. generally, to other members of the Group; or
 - ii. only to members of the Management Committee, and then, solely for the purposes of carrying out their duties.
- b. *Emergency Contact Numbers.* When members attend our library, they will be asked to supply details of a named emergency contact. These details will be entered in the back of the administration book (which is kept under lock and key) and will be subject to change, as and when advised by the relevant member. Members may refuse to do this for privacy reasons, if they strongly object to this process.

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President

Date

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Secretary

Date