

BROOME HISTORICAL SOCIETY CONSTITUTION

1. Title

The name of the association shall be the Broome Historical Society (Incorporated)

2. Definitions

In this constitution unless inconsistent with the context-

- (i) “The Act” means the “Associations Incorporations Act 1987” as amended.
- (ii) “The Association” means the Broome Historical Society (Incorporated).
- (iii) “The Society” means the association constituted by this constitution which is intended to be incorporated under the Act.
- (iv) “The Committee” means the Management Committee of the Society as constituted by this constitution.
- (v) “Member” means any person or organization who is an ordinary or life Member of the Society
- (vi) “Broome” means the town of Broome and the area defined as the Shire of Broome.

3. Objects of the Society

- (i) To foster an interest in the history and heritage of Broome.
- (ii) To collect, classify and preserve any item, record, book, paper, or other document pertaining to the history of Broome.
- (iii) To obtain and maintain premises for the purpose of storage of and display of the property, and collection of the Society.
- (iv) To maintain and preserve the collection and displays of the Broome Historical Society Museum on behalf of and in the interests of Broome and its general community.
- (v) To expend monies raised by the Society
 - primarily on maintaining the Museum, its collections and operations and
 - secondarily on preserving information, items and sites that have been formerly recognised (eg by the Shire of Broome Municipal Heritage Inventory, the Register of the Heritage Council, the National Trust listings) as being part of Broome’s heritage.

4. Powers of the Association

- (i) To seek, receive and expend grants, loans, or donations of money or goods from the Western Australian and/or Australian Governments, any organization, or individual.
- (ii) To raise money to finance the operations of the Society.
- (iii) To establish and maintain a gift fund to be used only for the purposes of taking gifts or of money or property that will be used only in the furtherance of the objects of the Society.
- (iv) To do all such lawful things as are incidental or conducive to the objects.

5. Patron

Any person invited by the Society to become a Patron of the Society.

6. Qualifications for Membership of the Society

- (i) Open to all interested persons and organizations.
- (ii) Ordinary Member Any person or organization who or which pay an annual membership fee and participates in the carrying out the objects of the Society.
- (iii) Honorary Member Any person or organization invited by the Society to become an honorary member because of service, historical interest or special qualifications likely to assist in carrying out the objects of the Society. Honorary Members shall be exempt from the payment of subscriptions.
- (iv) Life Member A member with at least 10 years service who has made a worthy contribution to the Broome Historical Society.
- (v) Friends/Supporters Any individuals, families or corporate organizations who or which support the objects of the Society, and are committed to abiding by the requirements set down for friends/supporters including payment of the annual subscription for friends/supporters.
- (vi) The admission of a new member or friend/supporter shall not take effect until payment of the subscription decided by the Society.

7. Register of members of the Society

The Secretary or Correspondence Secretary shall on behalf of the Society keep and maintain an up-to date register of members of the Society.

The Register shall be kept in the Broome Historical Society Museum office.

8. Subscriptions of members of the Society

Annual payment of an amount decided from time to time by the Annual General Meeting of the Society. Membership subscriptions are due and payable within 30 days of the Annual General Meeting.

9. Resignation of members of the Society

A member who delivers notice in writing of his or her resignation from the Society to a Committee member ceases on that delivery to be a member.

10. Expulsion of Members of the Society

- (i) If the Committee considers a member should be expelled from the Society because his or her conduct is detrimental to the Society and its objects, the Committee shall communicate in writing to the member:
 - (a) notice of the proposed expulsion and the date, time and place of the meeting of which the question of expulsion will be decided
 - (b) particulars of that conduct
- (ii) At the Committee meeting referred to in subrule (i), the Committee may having afforded the member concerned a reasonable opportunity to make representations to the Committee, decided whether to expel or decline to expel that member. This decision shall be communicated in writing to the member concerned.
- (iii) A member expelled under subrule (ii) ceases to be a member 14 days after the decision is communicated to them.
- (iv) A member who is expelled under subrule (ii) can appeal against that expulsion by giving written notice to the Secretary within the period of 14 days referred to in subrule (iii).
- (v) When notice is given under subrule (iv) :
 - (a) The Society in a general meeting should give the member a reasonable opportunity to make representations then confirm or set aside the decision to expel that member and
 - (b) The member who gave that notice does not cease to be a member unless or until the decision to expel him or her is confirmed under this subrule.

11. Committee of Management

The business of the Society shall be conducted by a Committee consisting of a quorum of Officers and Members present at any meeting of the Society.

The Officers shall be :

One President

One or two Vice-President(s)

One Secretary, or one Minutes Secretary and one Correspondence Secretary

One Treasurer

And Committee members and such other Officers as the Committee and members shall from time to time think fit.

The Committee can appoint a Collections Panel consisting of Officers, Committee members and other relevant people considered appropriate to oversee the management of the Society's Museum Collection. Appointment of the Collection Panel should take place as soon as practical after the Annual General Meeting.

The Committee can appoint people to be a curator or to other nominated positions to carry out specified duties on conditions and for remuneration that is set out in a

contract. The people so appointed should provide written reports to the Committee as specified, and would not have voting rights at meetings.

12. Election

Candidates for the positions of officers of the Society must be nominated and elected at the Annual General Meeting.

13. Voting

- (i) Only Ordinary and Life Members of the Society are eligible to vote.
- (ii) The decision of the Society shall be a majority of the votes of the Committee and each member present shall have one vote. In the case of an equality of votes, the Committee shall continue to meet until a majority decision is reached.
- (iii) The chairperson shall have a casting vote in addition to a deliberative vote.

14. President

The President shall reside as chairperson at all general meetings and Committee meetings.

A Vice President in the absence of the President shall be the Chairperson at meetings of the Society, and in the absence of the President and Vice Presidents, the Committee shall elect its own chairperson.

15. Secretaries or Secretary

When two secretaries are appointed at the Annual General Meeting there shall be:

-A Minutes secretary who will keep full and correct minutes of meetings and have custody of the Minutes Book.

-A Correspondence secretary who shall co-ordinate the correspondence of the Society and keep custody of the documents and correspondence files of the Society.

When one secretary is appointed at the Annual General Meeting that person will be responsible for the tasks outlined for the Minutes secretary and the Correspondence secretary.

16. Treasurer

The Treasurer shall oversee the receipt of all monies received by the Society, the payment of monies received into the Society's accounts, and make payments from the Society's funds with the authority of the Committee.

The Treasurer shall oversee the keeping of the Society's accounting records that correctly show the financial transactions and positions of the Society.

All cheques are to be signed by two Committee members, and the signatures of at least three Committee members are to be registered with the banks.

17. Casual vacancies in membership of Committee.

A casual vacancy in the office of a Committee Member may occur when the members:

- dies
- resigns by a notice in writing delivered to a Committee Member
- is convicted of an offence under the Act

-is absent from three consecutive meetings of the Society without an apology or good reason
An election shall be held at an ordinary meeting to fill the vacancy.

18. Proceedings of Committee

The Committee and members shall meet together for the dispatch of business on the second Monday of each calendar month.

The President or in his or her absence, a Vice President may convene an additional Committee meeting when necessary.

The procedure and order of business at the meeting shall be decided by the Committee members present.

19. General meetings.

The Committee and members shall meet on the second Monday of each calendar month. When appropriate the date of this meeting may be altered or an additional meeting held, if this is approved by at least three Committee members and the financial members are advised 24 hours in advance of the change of meeting time or the additional meeting time.

The Committee shall convene a special general meeting within 30 days of receiving a request in writing to do so from not less than five financial members.

20. Annual General Meeting

An Annual General Meeting shall be held each calendar year on a date determined by the Committee as soon as possible after the annual audit of accounts has been completed.

Three weeks notice of the Annual General Meeting shall be circulated to all members of the Society.

At the Annual General Meeting the consideration of the accounts and reports shall precede the election of Committee members to replace the outgoing Committee.

21. Quorum

A quorum for meetings shall consist of any five members, two of whom are Officers of the Society.

22. Amendment of Rules

The Society may alter or rescind the rules of this constitution or make additional rules in accordance with the Act.

Notice must be given of the proposed changes to all financial members 14 days prior to the meeting at which a vote will be taken to amend the rules.

At the meeting the resolution to amend the rules must be passed by 75% of the members voting in person at the meeting.

The Society shall advise the Commissioner of Taxation, in writing, of any amendments, additions or deletions to the constitution rules within 30 days of those changes being made.

23. Common seal.

The Society shall have a common seal on which its full name shall appear in legible characters.

The common seal shall always be used with the authority of the Committee.

The affixing of the seal should be witnessed by two members of the Committee.

The common seal shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.

24. Inspection of Records of the Society.

A financial member may at any time reasonable to an appropriate Committee member inspect without charge the files, registers, records and documents of the Society.

25. Distribution of surplus property on winding up of Association, or Dissolution of Tax Deductible Gift Fund.

If upon the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property or finances, the same shall be transferred as determined by a resolution of members:

- to another similar incorporated association with similar purposes based in Broome, which is not carried on for the profit or gain of its individual members.
- for charitable purposes

Furthermore, if upon the winding up or dissolution or revocation of deductible gift recipient entitlement for the gift fund there remains after the satisfaction of all debts and liabilities any funds whatsoever will be transferred to some other fund approved as a deductible gift recipient under Div 30 of the *Income Assessment Act 1997*.

In the event of the winding up or dissolution of the Society the Commissioner of Taxation shall be advised of the date of the dissolution within 30 days of the dissolution.

July 2005