



ABN 50317924321

The Heraldry & Genealogy Society of Canberra Inc

PO Box 152, JAMISON CENTRE ACT 2614
secretary@familyhistoryact.org.au

Tel:0262517004

BY-LAWS

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1. MEMBERSHIP SUBSCRIPTIONS

(Section 11 of the Constitution – reviewed annually) (Amended July 2002, August 2003, July 2004, October 2005, July 2006, June 2008, October 2009, December 2012, August 2013, 27 May 2015, 30 August 2017, November 2018, June 2019)

- 1.1. Effective 1 July 2015 membership of the Society will begin from the date the member joins and will expire either one or two years later (dependent on term paid for) at the end of the month in which the member joined. For example, if the member joined on 5 August 2015 their membership expires on 31 August 2016 or 2017.
- 1.2. A joining fee of \$20.00 (inc GST) is payable. The joining fee is not payable for Journal Only memberships.
- 1.3. The joining fee may be waived where a person joins within two weeks of buying a Readers Ticket in the library or of attending a public promotion of the membership of the Society.
- 1.4. If a member has lapsed for more than 12 months, then the joining fee is payable.
- 1.5. The subscriptions payable by members shall be as follows.

a. Ordinary Members Annual Subscription

Single – full \$75.00 (GST Free)

Joint – full \$110.00 (GST Free)

Single – pensioner \$70.00 (GST Free)

Joint – pensioner \$100.00 (GST Free)

Joint membership is available to two or more persons sharing the one address and they will receive one copy of the journal.

Pensioner membership is available to holders of a current Commonwealth government pensioner number, e.g. DVA or CRN card number. The card number is to be cited on the membership application form and/or renewal of membership form.

b. A member which is an organisation may pay a corporate membership annual subscription of \$270.00 (inc GST). This will entitle the organisation to receive two membership cards giving the holder all the rights and privileges of a member provided that the organisation may only nominate one person to vote at a general meeting on behalf of the organisation.

The following additional benefits will apply to a Corporate Membership:

- Recognition as a Corporate Member on the HAGSOC website, including a link to the business website;
- Display of the business name and/or logo at each monthly meeting;
- ½ page advertising for two issues of The Ancestral Searcher each year;
- Display of business brochures and/or pamphlets in the services area of the HAGSOC Library;
- Opportunity to meet members and/or give a talk to members at a monthly meeting or learning event.

- 1.6. Journal Only membership is \$35 (inc GST) within Australia and \$45 (GST Free) to an overseas address.
- 1.7. Optional Two Year Renewal of Membership
Members have the option of a two year renewal of membership at double the fee for a single year.
- 1.8. The Membership Card will now show the expiry date, e.g. SEP 2016.

2. ELECTION OF THE COUNCIL

(Section 20.3 of the Constitution)

- 2.1. Nominations of candidates for election as office-bearers of the Society or as ordinary Council members:
 - a. must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - b. must be given to the Secretary of the Society not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.

- 2.2. If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- 2.3. If insufficient further nominations are received, any vacant positions remaining on the Council are taken to be vacancies.
- 2.4. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 2.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- 2.6. The ballot for the election of office-bearers and ordinary Council members must be conducted at the annual general meeting in the way the Council may direct.
- 2.7. A person is not eligible to simultaneously hold more than 1 position on the Council.

3. AWARD OF FELLOWSHIP AND HONORARY FELLOWSHIP OF THE SOCIETY

Section 21.2 of the Constitution) (Amended June 2008, Council decision November 2016)

- 3.1. The Council may confer the honour of a Fellowship [Fellow of the Heraldry & Genealogy Society of Canberra Inc. (FHGSC)] upon a member of the Society who has rendered distinguished service to the Society and who has made a significant contribution to the achievement of the objects of the Society through advancement of the cause of family history, genealogy or heraldry. While there is no requirement for the Council to confer an honour of a Fellowship each year, the number permitted to be conferred in any one year under this sub-section is limited to two.
- 3.2. The Council may confer the honour of an Honorary Fellowship [Honorary Fellow of the Heraldry & Genealogy Society of Canberra Inc. (Hon FHGSC)] upon a non-member of the Society deemed by Council to have rendered distinguished service to the Society, or to have made a significant national or international contribution to the cause of family history, genealogy or heraldry. While there is no requirement for the Council to confer an honour of an Honorary Fellowship each year, the number permitted to be conferred in any one year under this sub-section is limited to one.
- 3.3. Nominations for the award of Fellow and or Honorary Fellow shall be made to the Council of the Society by the Fellowship Sub-Committee of Council.
- 3.4. The Fellowship Sub-Committee shall comprise a maximum of five members, including the President of the Society, two other members of the Council, appointed by the Council, and a maximum of two Fellows, appointed by the Council.
- 3.5. An Honorary Fellow shall not be liable to pay any subscription to the Society.
- 3.6. Existing Fellows of HAGSOC will continue to pay nil for their annual membership subscription. Future Fellows will receive a fifty percent discount on what would have been their annual membership subscription.

4. SECRETARY

(Section 25 of the Constitution)

- 4.1. The primary duties, function and responsibilities of the Secretary shall be to:
 - a. Keep minutes of all elections and appointments of office-bearers and Council members;
 - b. Keep minutes of the names of members of the Council present at Council meetings and general meetings;
 - c. Keep minutes of all proceedings at Council meetings and general meetings; and
 - d. Receive, record and respond to all correspondence, with direction from the Council.
- 4.2. Minutes of proceedings at a meeting, on confirmation by the members, shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

5. TREASURER

(Section 25 of the Constitution)

- 5.1. The primary duties, function and responsibilities of the Treasurer shall be to:

- a. Collect and receive all moneys due to the Society and make all payments authorised by the Council;
- b. Keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society; and
- c. Report regularly to Council and advise Council on financial matters.

6. FINANCE SUB COMMITTEE

(Council decision May 2002)

- 6.1 The Council may appoint a Finance Committee to provide advice and recommendations to Council on matters related to the financial management of the Society. The Sub Committee shall consist of the Treasurer and two other members of Council.
 - a. In particular, the Sub Committee may be responsible for:
 - i. Advice to Council on financial strategies relating to the income and expenditure of the Society;
 - ii. Advice to Council on purchasing, reimbursement and discretionary warrants policies;
 - iii. Advice to Council on insurance requirements;
 - iv. Development of a draft Chart of Accounts;
 - v. Development of a draft Budget;
 - vi. Maintenance of an Assets Register;
 - vii. Financial scrutiny of all project proposals before final submission to Council;
 - viii. Providing activity reports to all Council meetings.

7. ACCESS TO THE LIBRARY

(Council decision April 1991 amended April 1993, 26 January 2000, 28 March 2001, 25 February 2004, 25 January 2006)

- 7.1. Authorised access to the Library includes members, non-members, special interest groups and other visitors approved by Council.
- 7.2. All members must wear their membership card before admittance to the Library.
- 7.3. All users of the Library must sign the attendance book and record their membership number if applicable.
- 7.4. New members awaiting membership card and number must produce their receipt and record "N/M" (New member) in lieu of their membership number.
- 7.5. Non-members are to be issued with a Reader's Ticket at a fee of \$10 (inc GST) per day, \$20 (inc GST) per week or \$30 (inc GST) for one month access. The Reader's Ticket is NOT transferable to a credit against a membership subscription but may authorise a waiver of the joining fee (see Bylaw 1).

8. SPECIAL INTEREST GROUPS

(Council decision 25 March 1992)

- 8.1. Interest groups may only be created by Council following a written application by a group of members of the Society. This application should justify the needs for such a group, define its purposes and provide a list of members who would initially comprise the group.
- 8.2. Interest groups are bound by the Constitution of the Society.
- 8.3. Each group is part of the Society and as a sub-committee is directly responsible to the Council for the conduct of its activities.
- 8.4. Interest groups do not have the authority to raise or spend funds, except when this is done with the prior approval of Council and conducted through the Society's official accounts.
- 8.5. Interest groups do not have the authority to enter into any contracts on behalf of their group or the Society.
- 8.6. Interest groups are required to report regularly on their activities to Council, through a Councillor appointed by the Council to act as Coordinator to Special Interest Groups.

- 8.7. A Convenor of each interest group shall be appointed by Council on the nomination of members of the interest group. The Convenor is the official channel of communications between the interest group and the Council, through the Coordinator of Interest Groups.
- 8.8. Persons, other than invited guests, attending meetings or participating in the activities of interest groups are required to be members of The Heraldry & Genealogy Society of Canberra Inc.

9. SOFTWARE USER GROUPS

(Council decision 25 October 2017)

- 9.1. User groups may only be created by Council following a written application by a group of members of the Society. This application should justify the needs for such a group, define its purposes and provide a list of members who would initially comprise the group.
- 9.2. User groups do not have the authority to raise or spend funds, except when this is done with the prior approval of Council and conducted through the Society's official accounts.
- 9.3. User groups do not have the authority to enter into any contracts on behalf of their group or the Society.
- 9.4. A Convenor of each user group shall be appointed by Council on the nomination of members of the user group. The Convenor is the official channel of communications between the user group and the Council and shall report to Council from time to time.
- 9.5. User groups are able to accept a token payment from those attending a user group meeting to offset the cost of the meeting including room hire and refreshments. Any surplus is to be paid to the Society.

10. PROJECTS POLICY

(Council decision 25 March 1992, 25 August 2004)

- 10.1. Objects
Members of The Heraldry & Genealogy Society of Canberra Inc, (HAGSOC) are encouraged to work together on projects that meet the objects of the Society.
- 10.2. Purpose of assessment of a project
The purpose of seeking approval as a HAGSOC approved project is:
 - a. To avoid duplication of both effort and outcome.
 - b. To identify the project.
 - c. To ensure clear responsibility for coordination of the project.
 - d. To standardise quality and control of projects.
 - e. To allow assessment of the project's importance to the study, preservation or creation of records relating to family history, heraldry and allied subjects.
- 10.3. Project category
Projects will be identified as either:
 - a. A HAGSOC project.
 - b. A joint project in cooperation with other bodies.
 - c. An individual project.
- 10.4. Project criteria
Proposals submitted for approval by HAGSOC Council will be assessed according to criteria including but not limited to:
 - a. The project relates to records of historical, heraldic and genealogical importance which are at risk of being lost or damaged.
 - b. The project relates to records more than 75 years old.
 - c. The project relates to records with Australian associated content.
 - d. The project relates to the study, preservation or creation of records of national importance (ie Australian).
 - e. The project relates to the study, preservation or creation of records unique to a specific area, time or occupation.
 - f. The end product will be readily available to members of the Society.
 - g. The end product will meet the Australian Genealogical Computer Index (AGCI) data entry guidelines.

ASSIGNMENT OF COPYRIGHT

This Agreement is made between **The Heraldry & Genealogy Society of Canberra Inc (HAGSOC)** and

Name

Of

Address

who will undertake work on

.....
.....
[insert name of project]

..... assigns to
[name]

The Heraldry & Genealogy Society of Canberra Inc, all existing and future copyright throughout the world arising in any material which [he/she] creates for The Heraldry & Genealogy Society of Canberra Inc in relation to this project.

Signature
Date: / /

Name of Society Delegate:
.....

Signature
Date: / /

10.5. Financial support

A Projects Coordinator will be nominated by HAGSOC Council. The Coordinator will submit to the Treasurer an estimate of the cost of projects. Financial support will be provided by the Council under the following conditions:

- a. The project is a HAGSOC approved project.
- b. The product of the project will become the property of HAGSOC.
- c. A project budget is supplied.
- d. Consumable costs will be reimbursed only on production of a receipt and/or itemised statement of expenses (e.g. stationery, photocopying, computer disks, postage, etc). Travel and meals will not be reimbursed.
- e. Regular reports will be supplied to the Projects Coordinator, who will report to Council.

10.6. General guidelines

- a. A proposal should clearly address the criteria listed in 10.4.
- b. The nature of the project should be defined, with a clear indication of its importance to the study, preservation or creation of records relating to family history, genealogy, heraldry or allied subjects.
- c. A project plan should be included, detailing member resources required, funding sources and budget, milestones, and governance and reporting arrangements. Proposals should be directed to the Secretary.

10.7. Approval

Work should not commence until the project has been approved by HAGSOC Council. All persons involved with the project must sign the following Assignment of Copyright.

11. RECIPROCAL ARRANGEMENTS WITH SOCIETIES

(Council decision October 1983, reviewed annually, Amended June 2002, September 2008, September 2013, February 2014)

11.1 Members of the following interstate and overseas genealogical societies have reciprocal rights to use HAGSOC library facilities:

- a. Genealogical Society of Victoria
- b. Australian Institute of Genealogical Studies
- c. South Australian Genealogy and Heraldry Society
- d. Genealogical Society of Queensland
- e. Queensland Family History Society
- f. The Tasmanian Family History Society
- g. Genealogical Society of the Northern Territory
- h. Western Australian Genealogical Society Inc.
- i. New Zealand Society of Genealogists
- j. The New Zealand Family History Society
- k. Society of Australian Genealogists *

*(*Although the Society of Australian Genealogists (SAG) has reciprocal arrangement with other societies, it has declined offers from the Heraldry & Genealogy Society of Canberra. Nevertheless as a gesture of goodwill, HAGSOC welcomes members of SAG to our Library.)*

11.2 The arrangements agreed with each Society for the reciprocal rights are:

- a. For bona-fide visitors on presentation of their current membership card.
- b. The arrangement permits ready access to the library for research purposes.
- c. Members are required to abide by and accept conditions set down by individual Societies, including, the payment of any fees applicable for the use of equipment, photocopying etc.

11.3 Exchange of journals

- a. Journals are exchanged on a reciprocal basis with all societies who publish a journal or newsletter
- b. It is a general policy that the Society does not purchase journals of other Societies which are unwilling to participate in an exchange arrangement. Council may, however, exercise discretion at the recommendation of the Librarian to subscribe to society journals where the Society represents a jurisdiction at least at the state (Australia) or county (UK) level or equivalents for

other countries and the journal is of sufficient high quality and represents the best means of filling an information gap in the library collection.

12. PUBLICATIONS DISCOUNT POLICY

(Council decision 31 May 1995 Revised 25 Apr 2000, 28 March 2001 (reviewed annually), Amended October 2001, Amended 24 September 2003, Amended January 2004, 25 January 2006, May 2010, March 2017)

- 12.1. A 10% discount on HAGSOC publications only, rounded to the nearest 50c amount is offered to financial members of the Society. No discount will apply to non-HAGSOC publications.
- 12.2 Where purchases of five or more HAGSOC publications are made for resale, those purchases will be discounted by 30 percent from 1 May 2017.
- 12.3 Postal charges to be paid by the purchaser but collection from HAGSOC library or delivery can be arranged at the discretion of the parties involved.
- 12.4 Dispatch of publications should include a HAGSOC brochure and a publication list.
- 12.5 All Council members and the Editor, should they require a copy of HAGSOC publications for official HAGSOC purposes, shall receive one copy free of charge.

13. LEGAL LIABILITY – DISCLAIMER

(Council decision 24 February 1999)

- 13.1 The Heraldry & Genealogy Society of Canberra Inc., shall not be liable for any errors or omissions in the material obtained from written, printed or electronic data, nor shall it be liable for defamation arising out of material sourced from the records of the Society.

14. EDITOR OF THE ANCESTRAL SEARCHER

(Council decision 28 Apr 1993, Revised 26 April 2000, May 2005, August 2013)

- 14.1 The Editor is responsible to Council for exercising control and decisions over the selection, publication, style and inclusions of material within The Ancestral Searcher save the style and titles of the outside and inside covers of The Ancestral Searcher which remain at the discretion of the Council of the Society.
- 14.2 Council expects that the necessary administrative items and notes such as the President's Report, Annual Accounts and Auditor's Reports will be published and distributed to members with the relevant edition of the journal in accordance with the Constitution.
- 14.3 Compilation of the index to be maintained by volunteers and published from time to time at the discretion of Council.
- 14.4 The present style and title of the covers of The Ancestral Searcher to be retained to ensure:
 - a. Continuity of "House Style".
 - b. Traditional house style in choice of cover illustrations is maintained.
- 14.5 The present style of the text pages be generally maintained to ensure:
 - a. Maintenance of the recognisable "public signature" of the Society
 - b. The consistent public communication of the Society as a learned organisation concerned with a domain of historical research.
 - c. A style appropriate to a "heritage" learned society of national importance.
- 14.6 Post-nominals will not normally be used except in special cases at the discretion of the Editor.
- 14.7 Advertising rates for advertisements included in The Ancestral Searcher are the responsibility of Council and are to be reviewed annually.
- 14.8 The cover to bear the title (at top) and Society's suitable illustration/s chosen by the Editor, with the Society logo appropriately placed.
- 14.9 The guidelines for The Ancestral Searcher within the covers remain the same until changed by Council.

15. THE ANCESTRAL SEARCHER ADVERTISING FEES

(Council decision reviewed annually, Amended May 2002, May 2005, May 2010, August 2013)

- 15.1 The standard fees adopted for advertisements in *The Ancestral Searcher* are:
 - a. Readers Queries up to 60 words: Members no charge; non-members \$35.00 (inc GST).
 - b. Rates for Advertisements: \$330.00 (inc GST) for full page for four issues; \$175.00 (inc GST) for half page for four issues; \$110.00 (inc GST) for full page for one issue; \$60.00 (inc GST) for half page for one issue.
- 15.2 Charges for non-consecutive issues to be charged at the single issue rate.
- 15.3 10% discount applicable to advertisers who are members of the Society.
- 15.4 Costs of inserts for the journal, supplied by the advertiser, to be folded to A5 or smaller in size and cost to be A5 at 25c (inc GST), A4 at 35c (inc GST), and A3 or larger at 55c (inc GST) per insert.

16. SOCIETY PUBLISHING (Excluding *The Ancestral Searcher*)

(Council decision 28 Apr 1993, Revised 26 Apr 2000, Amended January 2004, May 2005 and December 2012)

- 16.1 The Editor is responsible to Council for exercising control and decisions over the selection, style, title, and format of the covers of all Society publications except those specifically identified by Council.
- 16.2 The cover design of Society publications must instantly denote The Heraldry & Genealogy Society of Canberra Inc. publication with the Society logo as the Society's symbol and the title in clear print.
- 16.3 In exercising control over style, title, and format of the covers of Society publications the Editor will ensure:
 - a. Continuity of any established "House Style".
 - b. Maintenance of the recognisable "public signature" of the Society
 - c. The consistent public communication of the Society as a learned organisation concerned with a domain of historical research
 - d. A style appropriate to a "heritage" learned society of national importance.
- 16.4 The Publications Committee are to be consulted during the preparation of Society publications and must give approval before final publishing except those specifically identified publications in accordance with 16.1.
- 16.5 The same general guidelines to apply to any microform or electronic publishing as set out above.
- 16.6 Any person who provides material to HAGSOC for publication by HAGSOC must provide an electronic version in a format conducive to electronic distribution as specified by the Publications Committee.

17. RESEARCH OFFICER

(Council decision reviewed annually, May 2005, May 2010)

- 17.1 Research Advice: The Society's Research Officer undertakes a free "Advice to members" service, for those who face an apparent "brick wall" in their research. This is a mail-out only service; personal telephone or e-mail consultations are not available.
- 17.2 Research Service: The Research Officer will also undertake research for non-members. For an initial reply, assessing the problem and the probable amount of research needed, the standard fee is \$20.00 (inc GST) to be sent with the inquiry. Should the inquirer choose to have further research done, the rate is \$40.00 (inc GST) per hour, with a minimum charge of \$20.00 (inc GST). A postal address is required with all inquiries, as replies will be sent by ordinary mail.