

Family History ACT – Bylaws

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1. Name of Society

(Council decision 24 February 2021)

- 1.1. The Heraldry and Genealogy Society of Canberra Inc. will be used for legal and financial purposes.
- 1.2. Family History ACT is a registered business name of The Heraldry and Genealogy Society of Canberra Inc.
- 1.3. The name of the Society, Family History ACT, will be used throughout the document.

2. 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, September 2021)

- 2.1. Effective 26 July 2021 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) on the day the member joined. For example, if the member joined on 5 August 2021 their membership expires on 5 August 2022 or 2023.
- 2.2. A joining fee of \$20.00 (incl. GST) is payable. The joining fee is not payable for Journal-only subscriptions and TMG Down Under memberships.
- 2.3. 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.
- 2.4. If a member has lapsed for more than 12 months, then the joining fee is payable.
- 2.5. The subscriptions payable by members shall be as follows.

a. Ordinary Members Annual Subscription

Individual – full	\$81.00 (GST Free)
Joint – full	\$122.00 (GST Free)
Individual – Concession	\$76.00 (GST Free)
Joint – Concession	\$112.00 (GST Free)
Printed Journal Posted	\$15.00 (incl. GST)

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

Concession membership is available to holders of an
Australian Health Care Card
Low Income Health Care Card
Pensioner Concession Card
Veteran Gold Card
Veteran White Card
Veteran Orange Card

The card type and number are 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 (incl. 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 FHACT 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 FHACT Library;
 - Opportunity to meet members and/or give a talk to members at a monthly meeting or learning event.
- 2.6. Journal-only subscription is \$35 (incl. GST) for paper and digital within Australia, \$45 (GST Free) for paper to an overseas address and \$35 (GST Free) for digital to an overseas address.
- 2.7. 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.
- 2.8. The Membership Card can be digital via the mobile app or paper. The card will include name, membership number, membership level and expiry date.

3. Election of the Council

(Section 20.3 of the Constitution)

- 3.1. 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.
- 3.2. 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.
- 3.3. If insufficient further nominations are received, any vacant positions remaining on the Council are taken to be vacancies.
- 3.4. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 3.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- 3.6. 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.
- 3.7. A person is not eligible to simultaneously hold more than 1 position on the Council.

4. Award of Fellowship

and Honorary Fellowship of the Society

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

- 4.1. 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.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. An Honorary Fellow shall not be liable to pay any subscription to the Society.
- 4.6. Existing Fellows of FHACT 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.

5. Secretary

(Section 25 of the Constitution)

- 5.1. 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.
- 5.2. 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.

6. Treasurer

(Section 25 of the Constitution)

- 6.1. 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.

Finance Sub Committee

(Council decision May 2002)

- 6.2. 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, September 2021)

- 7.1. Authorised access to the library includes members, non-members and other visitors approved by Council.
- 7.2. All members must have in their possession their membership card before admittance to the library.
- 7.3. All users of the library must have their name and membership number if applicable recorded in the attendance book.
- 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 (incl. GST) per day, \$20 (incl. GST) per week or \$30 (incl. 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. Groups

(Council decision 25 August 2021)

- 8.1. 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. 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. 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. Groups do not have the authority to enter into any contracts on behalf of their group or the Society.
- 8.6. Groups are required to report regularly on their activities to Council, through a Councillor appointed by the Council to act as Coordinator to groups.

- 8.7. A Convenor of each group shall be appointed by Council on the nomination of members of the group. The Convenor is the official channel of communications between the group and the Council, through the coordinator of groups.
- 8.8. As of 1 November 2021, persons, other than invited guests, attending meetings or participating in the activities of groups are required to be members of Family History ACT. Non-members who were attending group meetings prior to this date can continue to be a member of the group.

9. Projects Policy

(Council decision 25 March 1992; amended 25 August 2004, 29 September 2021)

9.1. Objects

Members of Family History ACT (FHACT) are encouraged to work together on projects that meet the objects of the Society.

9.2. Purpose of assessment of a project

The purpose of seeking approval as a FHACT 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.

9.3. Project category

Projects will be identified as either:

- a. A FHACT project.
- b. A joint project in cooperation with other bodies.
- c. An individual project.

9.4. Project criteria

Proposals submitted for approval by FHACT 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 (i.e. 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.

9.5. Financial support

A Projects Coordinator will be nominated by FHACT 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 FHACT approved project.
- b. The product of the project will become the property of FHACT.
- 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.

9.6. 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.

9.7. Approval

Work should not commence until the project has been approved by FHACT Council.

All persons involved with the project must sign IP02 Assignment of Copyright form as detailed in the IP01 FHACT Copyright Policy.

10. Reciprocal Arrangements with Societies

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

10.1. Members of the following interstate and overseas genealogical societies have reciprocal rights to use FHACT 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 Family History ACT. Nevertheless, as a gesture of goodwill, FHACT welcomes members of SAG to our Library.)

10.2. 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.

10.3. 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.

11. 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)

- 11.1. 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-FHACT publications.
- 11.2. Where purchases of five or more FHACT publications are made for resale, those purchases will be discounted by 30 percent from 1 May 2017.
- 11.3. Postal charges to be paid by the purchaser but collection from FHACT library or delivery can be arranged at the discretion of the parties involved.
- 11.4. Dispatch of publications should include a FHACT brochure and a publication list.
- 11.5. All Council members and the Editor, should they require a copy of FHACT publications for official FHACT purposes, shall receive one copy free of charge.

12. Legal Liability – Disclaimer

(Council decision 24 February 1999)

- 12.1. Family History ACT 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.

13. Editor of *The Ancestral Searcher*

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

- 13.1. 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.

- 13.2. 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.
- 13.3. Compilation of the index to be maintained by volunteers and published from time to time at the discretion of Council.
- 13.4. 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.
- 13.5. 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.
- 13.6. Post-nominals will not normally be used except in special cases at the discretion of the Editor.
- 13.7. Advertising rates for advertisements included in The Ancestral Searcher are the responsibility of Council and are to be reviewed annually.
- 13.8. The cover to bear the title (at top) and Society's suitable illustration/s chosen by the Editor, with the Society logo appropriately placed.
- 13.9. The guidelines for The Ancestral Searcher within the covers remain the same until changed by Council.

14. *The Ancestral Searcher Advertising Fees*

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

- 14.1. 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 (incl. GST).
 - b. Rates for Advertisements: \$330.00 (incl. GST) for full page for four issues; \$175.00 (incl. GST) for half page for four issues; \$110.00 (incl. GST) for full page for one issue; \$60.00 (incl. GST) for half page for one issue.
- 14.2. Charges for non-consecutive issues to be charged at the single-issue rate.
- 14.3. 10% discount applicable to advertisers who are members of the Society.
- 14.4. 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 (incl. GST), A4 at 35c (incl. GST), and A3 or larger at 55c (incl. GST) per insert.

15. Society Publishing

Excluding The Ancestral Searcher

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

- 15.1. 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.
- 15.2. The cover design of Society publications must instantly denote Family History ACT publication with the Society logo as the Society's symbol and the title in clear print.

- 15.3. 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.
- 15.4. 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.
- 15.5. The same general guidelines to apply to any microform or electronic publishing as set out above.
- 15.6. Any person who provides material to FHACT for publication by FHACT must provide an electronic version in a format conducive to electronic distribution as specified by the Publications Committee.

16. Research Officer

(Council decision reviewed annually; May 2005, May 2010, April 2021)

- 16.1. FHACT offers research services conducted by an experienced team of researchers. Research Requests are processed in order of receipt. Once your request has been returned to you, you may submit another Research Request. A Research Request may be for:
 - Simple Research
Simple research is limited to 30 minutes. Options are:
 - Quick lookup
a service to those who are not able to access the library in person. Options are:
 - Specified resource
A quick lookup is limited to one specified source. Check the FHACT online library catalogue for the available source items. You may ask for more than one look-up in the same item if it can be carried out in the time period.
 - Cemetery lookup
A quick lookup is limited to one specified item. FHACT has comprehensive holdings of cemetery records and monumental inscriptions, especially for the local area. Check the society's online library catalogue for our cemetery listings. It should be noted that some records, for example those in the Father Brian Maher Collection, can only be accessed by the researcher in person.
 - General research
If the research is simple, it may be covered by the request fee.
 - Complex research
A request for more complex research will be assessed to determine if the Team can help and estimate the time required to conduct the research. You will need to pay the research fee before research can proceed.
- 16.2. Cost: Research Request Fee: \$20
Research Fees: Members one free enquiry each year then \$30/hour
Non-Members \$50 / hour
- 16.3. FHACT also offers a consultation with a member of the Research Team. This is a free service for Members and a \$30 per hour fee to a maximum of 2 hours per session for Non-Members.
- 16.4. Requests for Research Services are made via the FHACT Website.