

WINDSOR AND DISTRICTS HISTORICAL SOCIETY INC.

RULES

NAME

1. The name of the incorporated association shall be the Windsor and Districts Historical Society Inc. In these Rules called "the Society".

OBJECTS

2. The objects for which the Society is established are:-

(1) The study of the history of the area of the old Town and Shire of Windsor and its surrounding districts.

(2) Subject to any relevant legislation, the collection, preservation, display, exchange, sale, or other appropriate handling of material for such study, that is to say:-

a. Published and unpublished records of, or proposals for, discovery and settlement; letters, manuscripts, recordings, diaries, and personal narratives of explorers and early settlers and other appropriate persons.

b. Maps, charts, drawings, photographs, pictures, films, video-tapes and plans of any parts of the territories mentioned in sub-paragraph (1) hereof or of general interest.

c. Genealogical and biographical particulars; autographs, photographs, and portraits of persons, and of their descendants, connected with the history of the above-named territories or any of them.

(3) The publication of the transactions and proceedings of the Society.
(4) The publication of historical documents and early records of general public interest.

(5) The indexing and collating of approved public records and registers.
(6) The identification and marking of places of historic interest and their preservation for posterity.

(7) The study of the various inhabitants.
(8) The appointment of correspondents in any place to assist the objects of the Society.

(9) The mutual advancement of the study of history by co-operation with, or by accepting as a member, or by accepting membership within, any body whether incorporated or not, whose objects are in whole or in part similar to those of the Society.

(10) The raising of funds by public subscription or otherwise for all or any of the above objects.

3. The powers of the Society are:-

- (1) To take over the funds and other assets and the liabilities of the present unincorporated association known as "The Windsor and Districts Historical Society".
- (2) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part, similar to those of the Society provided that the Society shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Society under or by virtue of Rule 29 (10).
- (3) In furtherance of the objects of the Society to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Society or persons frequenting the Society's premises.
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Society provided that in case the Society shall take or hold any property which may be subject to any trusts the Society shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society to obtain from any such Government or Authority any rights, privileges and concessions which the Society may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Society.
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated society, or in or about the incorporated society or promotion of the incorporated society or in the furtherance of its objects.

POWERS

- (11) The application of the income of the Society in promoting the above objects.
- (12) The copywriting of all original material produced by or on behalf of the Society.
- (13) The doing of all acts and things as may be necessary to carry out, to promote and to give effect to all or any of the above objects.

(8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Society's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

(9) To invest and deal with the money of the Society not immediately required in such manner as may from time to time be thought fit.

(10) To take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.

(11) In furtherance of the objects of the Society to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.

(12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Society's property or assets present or future and to purchase, redeem or pay off any such securities.

(13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

(14) In furtherance of the objects of the Society to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Society.

(15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Society's property of whatsoever kind sold by the Society, or any money due to the Society from purchasers and others.

(16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Society but subject always to the proviso in the sub-rule (4).

(17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Society in the shape of donations, annual subscriptions or otherwise.

(18) To print and publish any newspapers, periodicals, books or leaflets that the Society may think desirable for the promotion of its objects.

- (19) In furtherance of the objects of the Society to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Society and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Society under or by virtue of Rule 29 (10).

- (20) In furtherance of the objects of the Society to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Society is authorised to amalgamate.

- (21) In furtherance of the objects of the Society to transfer all or any part of the property, assets, liabilities and engagements of the Society to any one or more of the incorporated associations with which the Society is authorised to amalgamate.

- (22) To make donations for patriotic, charitable or community purposes.

- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society.

CLASSES OF MEMBERS

4. The membership of the Society shall be unlimited and shall consist of the following classes of members:-

- (1) Ordinary members, all of whom shall be over the age of eighteen years.
- (2) Honorary life members appointed by the Society upon the recommendation of the Management Committee.

- (3) Junior members, who shall be under eighteen years of age and have no voting rights.

- (4) Business members, each of whom shall nominate one voting representative.

- (5) Association members, each of whom shall nominate one voting representative.

- (6) Family membership, where a family shall consist of two adults and their children, under 18 years of age, such children having no voting rights.

- (7) Such other classes of membership as the Society may from time to time determine.

5. (1) Every person who at the date of incorporation of the Society was a member of the unincorporated Society and who on or before the day of incorporation agrees in writing to become a member of the Society shall be admitted by the Management Committee to the same class of membership of the Society as that member held in the unincorporated Society, and shall not be required to pay any further subscription until the next due date for payment of that subscription.

(2) Every applicant for any class of membership of the Society (other than the members of the unincorporated society referred to in sub-rule (1)) shall be proposed by one member of the Society and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconded and shall be in such form as the Management Committee from time to time prescribes.

MEMBERSHIP FEES

6. (1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
 (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

ADMISSION AND REJECTIONS OF MEMBERS

7. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
 (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
 (3) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

TERMINATION OF MEMBERSHIP

(1) A member may resign from the Society at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
 (2) If a member -

- a. is convicted of an indictable offence; or
- b. fails to comply with any of the provisions of these Rules; or
- c. has membership fees in arrears for a period of two months or more; or
- d. conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Society; or
- e. is absent without leave or without apology for three consecutive Society meetings,

the Management Committee shall consider whether his membership shall be terminated.

all of whom shall be members of the Society.

- a. President.
- b. Two Vice-Presidents.
- c. Immediate Past President.
- d. Secretary.
- e. Treasurer.
- f. Three-Councillors

11. (1) The Management Committee of the Society shall consist of:-

MEMBERSHIP OF MANAGEMENT COMMITTEE

(3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

(2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee of the members at any general meeting may require from time to time.

10. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Society and the dates of their admission.

REGISTER OF MEMBERS

(3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

(2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

(3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

- (2) At the annual general meeting of the Society all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (3) The election of officers and other members of the Management Committee shall take place in the following manner:-

- a. Any two members of the Society shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
- b. The nomination, which shall be in writing and signed by the member and his proposer and secondor, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place.
- c. A list of the candidates' names in alphabetical order, with the proposers' and secondors' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Society for at least seven days immediately preceding the annual general meeting.
- d. Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- e. Where there is no effective candidate nominated to fill a position nominations for that position shall be taken from the floor.

12. Any elected member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Society where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.
13. (1) The Management Committee shall have power at any time to appoint any member of the Society to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Society but for no other purpose.

VACANCIES ON MANAGEMENT COMMITTEE

FUNCTIONS OF THE MANAGEMENT COMMITTEE

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Society carried at any general meeting the Management Committee -

a. shall have the general control and management of the administration of the affairs, property and funds of the Society and;

b. shall have authority to interpret the meaning of these Rules and any matter relating to the Society on which these Rules are silent.

- (2) The Management Committee may exercise all the powers of the Society -

a. To borrow or raise or secure the payment of money in such manner as the members of the Society may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Society in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities.

b. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or change its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Society and to provide and pay off any such securities; and

c. to invest in such manner, as the members of the Society may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

15. (1) The Management Committee shall meet monthly between the months of February and November inclusive, subject to alteration by members of Management Committee, provided at least six (6) meetings are held during the financial year of the Society, and at such time and place as may be fixed by the Management Committee.

(2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

(3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.

- (4) Subject as previously provided in this Rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chairman shall have a casting vote.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Society in which he is interested, or any matter arising thereout, and if he does so his vote shall not be counted.
- (6) Not less than fourteen days' notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside at every meeting of the Management Committee or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, a Vice President shall preside.
- (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Society as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the Chairman shall have a casting vote.
17. All acts done by any meeting of the Management Committee or of a sub-committee of the Management Committee shall be valid notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, or that any such person had been duly appointed and was qualified to be a member of the Management Committee.

ANNUAL, GENERAL, OR GENERAL MEETING.

18. A resolution in writing signed by a majority of the members of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held: Provided that all members of the Management Committee have been notified of the proposed resolution. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

19. The first general meeting shall be held at such time, not being less than one month or more than three months after the incorporation of the Society and at such place as the Management Committee may determine.

20. (1) The annual general meeting shall be held within three months of the close of the financial year.

(2) The business to be transacted at every annual general meeting shall be -

a. the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Society for the preceding financial year;

b. the receiving of the auditor's report upon the books and accounts for the preceding financial year;

c. the election of members of the Management Committee; and

d. the appointment of an auditor.

21. The Secretary shall convene a special general meeting -

(1) When directed to do so by the Management Committee; or

(2) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Society which equal one and one half the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or

(3) On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

22. (1) At any general meeting the number of members required to constitute a quorum shall be one and one half the number of members presently on the Management Committee plus one.

(2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a business or association which is a member.

- (5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (4) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than two months in arrears at the date of the meeting.
- (3) Every question, matter or resolution shall be decided by a majority of votes of the members present.
- (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- (1) The President shall preside or, if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, a Vice-President shall be the Chairman. If a Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.

24. Unless otherwise provided by these Rules, at every general meeting -

- (2) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
- (1) The Secretary shall convene all general meetings of the Society by giving not less than 21 days notice of any such meeting to the members of the Society.

- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Society shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee shall determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

(6) A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote.

(7) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his attorney duly authorized in writing, or if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorized. A proxy may but need not be a member of the Society. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

(8) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

WINDSOR AND DISTRICTS HISTORICAL SOCIETY

I, _____ of _____, being a member of the abovementioned Society, hereby appoint _____ of _____, as my proxy to vote for me on my behalf at the (annual) general meeting of the Society, to be held on the _____ day of _____, 19 _____, and at any adjournment thereof.

Signed this _____ day of _____ 19 _____

.....
Signature.

This form is to be used . . . in favour of . . . the resolution. . . . against . . .

Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.)

(9) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

(10) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting; and

- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplements which may be open.
- (4) All amounts of \$20 (Twenty dollars) or over shall be paid by cheque signed by any two of the President, Vice-Presidents, Treasurer and Secretary.
- (3) All monies shall be banked as soon as practicable after receipt thereof.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Society and the particulars usually shown in books of a like nature.
- (1) The funds of the Society shall be deposited in the name of the Society in such Bank or Permanent Building Society as the Management Committee may from time to time direct.

FUNDS AND ACCOUNTS

28. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

COMMON SEAL

27. Subject to the provisions of the Associations Incorporations Act 1981 - 1988 these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director General of the Department of Justice and Corrective Services, Brisbane.

ALTERATION OF RULES

26. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Society and any by-laws may be set aside by a general meeting of members.

BY-LAWS

- (2) These Standing Orders may be suspended at any time in accordance with the procedures laid out in the Standing Orders and upon completion of the business for which they were suspended, shall be deemed to be reinstated.
- (1) The Management Committee may from time to time make, amend or repeal Standing Orders, not inconsistent with these Rules, for the control of meetings of the Society.

STANDING ORDERS FOR MEETINGS

- (11) The conduct of all meetings shall be in accordance with the Society's 'Standing Orders for Meetings'.

(6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(7) All expenditure shall be approved or ratified at a Management Committee meeting.

(8) As soon as practicable after the end of each financial year the Hon. Treasurer shall cause to be prepared a statement containing particulars of -

a. the income and expenditure for the financial year just ended;

b. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Society at the close of that year.

(9) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

(10) The income and property of the Society whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Society provided that nothing herein contained shall prevent the payment in good faith of interests to any such member in respect of monies advanced by him to the Society or otherwise owing by the Society to him or of remuneration to any officers or servants of the Society or to any member of the Society or other person in return for any services actually rendered to the Society provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Society or reasonable and proper rent for premises demised or let to the Society.

DOCUMENTS

30. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Society.

FINANCIAL YEAR

31. The financial year of the Society shall close on 30th September in each year.

PUBLICATION AND COPYRIGHT OF PAPERS

32. (1) The original copy of every paper read or given to the Society shall become the property of the Society and the author/s shall not be at liberty without consent of the Management Committee to publish the papers read or given by them unless the contrary be so stipulated prior to the reading or giving of the paper.

(2) The Management Committee may make arrangements for the issue of a periodical Bulletin, Journal of Proceedings and Transactions of the Society, and any other publication consistent with the objects of the Society.

83. All words of the masculine gender in the Rules, By-Laws and Standing Orders of the Society shall be deemed to include the feminine gender.

GENDER

DISTRIBUTION OF SURPLUS ASSETS

34. DISSOLUTION

- (1) The Society shall be dissolved:
- If the membership is less than three persons; or
 - If a resolution to that effect is carried by a vote of three-fourths majority of the financial members present at a general meeting convened to consider the question.
- (2) If, upon winding up or dissolution of the Windsor and Districts Historical Society in accordance with the provisions of the Associations Incorporation Act 1981 - 1988, there remains after satisfaction of its debts and liabilities, any money or assets whatsoever, the same shall not be paid to or distributed among members of the Society but shall be given or transferred to some other Association, Institution or Organisation having objects similar or in part similar to the objects of the Society, approved for the purpose of Section 78 (1) (a) of the Income Tax Assessment Act, and which shall also prohibit the distribution of its funds or assets among its members, such Institution or Association to be determined by the Society before its dissolution, but in default thereof, by the Director General, Department of Justice and Corrective Services, Brisbane.

I CERTIFY THAT THESE QUARTERS PAGES 1 - 15 INCLUSIVE (CLAUSES 1 - 34 INCLUSIVE) WERE ADOPTED AS THE QUARTERS OF THE SOCIETY BY A SPECIAL RESOLUTION PASSED AT A GENERAL MEETING OF THE SOCIETY ON 7/4/91

[Handwritten signature]

RESIDENT.

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