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## Constitution

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## Constitution

### Abstract

Constitution of the Illawarra branch of the Australian Society for the Study of Labour History.

# **CONSTITUTION OF THE ILLAWARRA BRANCH OF THE AUSTRALIAN SOCIETY FOR THE STUDY OF LABOUR HISTORY**

## **1. NAME**

The organisation shall be known as the Illawarra Branch of the Australian Society for the Study of Labour History.

## **2. OBJECTS**

The objects of the Organisation are set out hereunder:

- (i) Act as a forum for the discussion of labour history
- (ii) To encourage study, teaching and research in the field of labour history.
- (iii) To encourage the preservation of labour archives, including oral and pictorial history.

## **3. MEMBERSHIP**

Membership, which shall be by resolution of the Executive, is open to all individuals and organisations who subscribe to the objects of the Branch and who pay the annual subscription. If a member fails to renew his or her subscription within three months of the subscription falling due, then the subscription will be deemed to have lapsed. The subscription will fall due on the 1st July in any year. The annual subscription to the society shall be fixed by each Annual General Meeting. Subscriptions shall be remitted to the Treasurer.

## **4. HONORARY LIFE MEMBERS**

The Executive Committee of the Branch may appoint as an honorary life member of the Society any person who, in its opinion, has rendered an outstanding service or has made a notable contribution to the work of the Branch or its objects. No more than two honorary members may be appointed in any one financial year.

## **5. OFFICERS**

There shall be an elected Executive Committee consisting of President, a Vice-President/Editor, a Secretary, an Assistant Secretary, a Treasurer and two other members. Additional members may be co-opted where the executive considers necessary. All members of the Executive Committee must be financial members of the Branch. The Executive Committee shall further the objects of the Branch and shall administer the Branch between general meetings. The Executive Committee shall have power to act for the Branch. There shall be a quorum of three for Executive Committee meetings.

## **6. OCCASIONAL VACANCIES**

When an occasional vacancy occurs on the Executive Committee of the Society,

the remaining members of the Executive Committee shall elect a member to the position.

## **7. MEETINGS**

- (i) *Annual General Meetings.* An Annual General Meeting of the Branch, consisting of financial members only, shall be convened in the first quarter of every calendar year. At least 21 days notice of each Annual General Meeting shall be given to all members of the Society.
- (ii) *Special General Meetings.* A Special General Meeting of the Branch, consisting of financial members only, shall be convened at any time by the Executive Committee or by ten members of the Branch. At least 21 days notice of a Special General Meeting shall be given all members of the Society.
- (iii) *Quorum.* At any general meeting no business shall be transacted unless a quorum is present, and if within one hour of the time appointed for a meeting a quorum is not present, the meeting will lapse. A quorum shall consist of seven members.
- (iv) *Resolutions.* A majority vote of these present and voting at any general meeting shall be necessary to pass any resolution. All individual and organisational members will be allowed one vote each.
- (v) *Election of Executive Committee.* The Executive Committee of the Branch shall be elected at the Annual General Meeting. Nominations for any office will be received at the meeting by the returning officer either from the floor or in a written form.

All nominations must have a nominator and seconder who are members of the Branch. The returning officer shall be appointed by the meeting and not be a candidate for any office.

## **8. BANK ACCOUNT**

All moneys received by the Executive Committee of the Branch shall be paid into a bank account opened in the name of the Society. Moneys shall not be drawn from this account except on the signatures of any two of the President, Secretary, Treasurer.

## **9. BALANCE SHEET**

A balance sheet of the Branch's operations of for the previous calendar year ending the 31st December, shall be presented by the Treasurer to and adopted by the Annual General Meeting.

## **10. AMENDMENTS OF THE CONSTITUTION**

The procedure for the amendment of this constitution and these rules shall be:

- (i) Proposed amendments shall be considered and voted on at the Annual General Meetings or at special meetings.
- (ii) At least 21 days notice of proposed amendments shall be given to all members of the Society.
- (iii) Motions of amendment shall be in writing, signed by the mover and the

seconded, shall be in the hands of the Secretary at least 42 days before the general meeting at which they are to be considered.

**11. DISSOLUTION**

- (a) The Branch shall be dissolved in the event of membership less than seven or upon the vote of a three-fourths majority of members present at a special general meeting convened to consider such a question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule all assets and funds of the organisation on hand shall, after the payment of all expenses and liabilities, be handed over to the Australian Society of Labour History.