

ORAL HISTORY TASMANIA

Formerly the Oral History Association of Australia (Tasmanian Branch)

CONSTITUTION

Adopted at an Extraordinary General Meeting held at the Queen Victoria Museum Theatrette, Wellington Street, Launceston, on 6 August, 1994, with amendments passed by special resolution at an Annual General Meeting at the Queen Victoria Museum meeting room on 25 August 2012, and further amendments passed by special resolution at Annual General Meetings at the Friends Lounge of the Queen Victoria Museum on 21 September 2014 and 5 August 2017.

1. NAME

The name of the Association shall be Oral History Tasmania.

2. INTERPRETATION

'Persons' means both individuals and institutions in regards to membership of Oral History Tasmania.

3. AIMS

The aims of Oral History Tasmania shall be:

- 3.1 to promote the practice and methods of oral history;
- 3.2 to educate in the use of oral history methods;
- 3.3 to encourage discussion on all aspects of oral history;
- 3.4 to foster the preservation of oral history records in Australia;
- 3.5 to pursue common objectives and maintain links with other Australian oral history associations through membership of Oral History Australia Inc.;
- 3.6 to do all such things as may be incidental to the achievement of such aims.

4. MEMBERSHIP

- 4.1 Any person who is interested in oral history shall be eligible for membership of Oral History Tasmania.
- 4.2 Members of Oral History Tasmania shall be persons who have paid the annual subscription, the categories of which are determined by Oral History Tasmania.
- 4.3 Honorary Life Membership may be conferred by Oral History Tasmania in a general meeting. Nominations, supported by a detailed justification, shall be submitted to the Committee not less than 42 days prior to an Annual General Meeting.
- 4.4 There shall be such categories of membership as Oral History Tasmania shall, in a general meeting, from time to time determine.
- 4.5 Membership shall cease upon:
 - 4.5.1 Failure to pay the subscription when this falls due;

- 4.5.2 Resignation in writing;
- 4.5.3 Expulsion on the basis of conduct that is considered by the Committee to be contrary to the aims or interests of Oral History Tasmania.
- 4.6 Where the Committee is considering the expulsion of a member, the Committee shall act as follows:
 - 4.6.1 The member's conduct shall be inquired into by the Committee and the member shall be given the opportunity for defence, justification or explanation of the conduct, either in person or in writing;
 - 4.6.2 All members of the Committee shall be consulted in the case of such an inquiry;
 - 4.6.3 Provided that a quorum is present when the matter is inquired into and that members are of the opinion that the member under consideration has been guilty of such conduct or action aforesaid, then the Committee may expel that person from membership, such action to be ratified at a general meeting;
 - 4.6.4 Should the member fail to respond in writing or to appear at any inquiry, or any adjournment thereof, the Committee may proceed in the member's absence to conduct the said inquiry, make its findings, and act thereupon.

5. SUBSCRIPTIONS

- 5.1 The annual subscription fee for each category of membership shall be determined at the Annual General Meeting.
- 5.2 The subscription fees of each category shall be payable annually on 1 July.

6. MANAGEMENT

- 6.1 The Office Bearers of Oral History Tasmania shall be elected by the members at the Annual General Meeting. Where Office Bearers are not elected at the Annual General Meeting, they shall be chosen by the Committee from its members at a Committee meeting held within one (1) week following the Annual General Meeting.
- 6.2 The Office Bearers of Oral History Tasmania shall be the President, Treasurer and Secretary, hereinafter called the Executive.
- 6.3 Management shall be vested in a Committee of not less than five (5) members and not more than eight (8) members.
- 6.4 The quorum shall be four (4) Committee members.
- 6.5 The President or two (2) other members of the Committee shall have the power to call a meeting of the Committee.
- 6.6 An office bearer or member of the Committee shall cease to hold such office upon:
 - 6.6.1 resignation in writing;
 - 6.6.2 absence from three (3) successive Committee meetings without explanation acceptable to the Committee.
- 6.7 Vacancies unfilled or arising in the Office Bearers or other Committee members may be filled by the Committee by co-opting members for the remainder of the term.
- 6.8 The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below the quorum.

7. PUBLIC OFFICER

Where a special resolution is passed, the Public Officer must, within one (1) month, lodge notice with the Commissioner. A change in the rules of Oral History Tasmania can only be effected by special resolution.

8. GENERAL MEETINGS

8.1 The Annual General Meeting shall be held not more than four (4) months after the close of the relevant financial year.

8.2 The business of the Annual General Meeting shall be:

8.2.1 to confirm the Minutes of the preceding Annual General Meeting;

8.2.2 to receive the President's report for the previous financial year:

8.2.3 to receive the Treasurer's report and the audited financial statements for the previous financial year;

8.2.4 to elect the Committee members who must consent in person or in writing;

8.2.5 to conduct any other business placed on the agenda before the commencement of the meeting.

8.3 A Special General Meeting shall be called by the Secretary within twenty eight (28) days of receipt of a written request of three (3) Committee members, or not less than 10% of members entitled to vote at a general meeting, specifying the business to be conducted at the meeting.

8.4 Written notice of not more than twenty eight (28) days and not less than seven (7) days of all General Meetings shall be given to members by the Committee. The notice shall be set out when and where the meeting will be held, and give particulars of the nature and order of the business to be transacted at the meeting.

8.5 A notice may be given by the Committee to any member by serving the member with notice personally, or by sending it by post to the address appearing on the Committee's register of members, or by sending it to the email address supplied by the member.

8.6 Where a notice is not given personally, service of the notice shall be deemed to be effected if it is properly addressed and posted to the member by ordinary pre-paid mail, or if it is sent to the email address supplied by the member.

8.7 Members shall each be entitled to one (1) vote at any General Meeting at which they are present or at which they have appointed a proxy in writing.

8.8 A quorum at any General Meeting shall be six (6) members.

8.9 Where a special resolution is passed, the Public Officer must, within one (1) month, lodge notice with the Commissioner.

8.9.1 A change in the rules of Oral History Tasmania can only be effected by special resolution.

9. VOTING

9.1 Voting shall be by show of hands except that:

9.1.1 any contested election at an Annual General Meeting, or otherwise shall be by secret ballot;

- 9.1.2 the meeting may by show of hands require any other vote to be by secret ballot;
- 9.1.3 at any meeting, a member may vote on behalf of another member who is not present, if the absent member has appointed the proxy in writing.

10. AMENDMENT OF CONSTITUTION AND BYLAWS

- 10.1 This Constitution may be repealed or amended by special resolution of three quarters of members present and voting at a General Meeting of which not less than seven (7) days' notice of the proposed repeal or amendment has been distributed to all members.
- 10.2 Bylaws for the proper administration of meetings or business may be made, repealed or amended by a General Meeting or by a Committee Meeting subject to subsequent disallowance at a General Meeting.

11. FINANCES AND PROPERTY

- 11.1 The financial year of Oral History Tasmania shall be from 1 July.
- 11.2 The income, property and funds of Oral History Tasmania shall be used solely towards the promotion of the objects and shall not be paid or transferred to any members or relatives of members, provided that nothing herein shall prevent any payment in good faith to any person in return for services actually rendered or to any person in furtherance of the objects of Oral History Tasmania and without undue preference.

12. DISSOLUTION

- 12.1 On dissolution all property remaining after payment of all legal liabilities shall be transferred to such other body formed for promoting similar objects or for charitable objects as shall be approved by Oral History Tasmania provided that:
 - 12.1.1 such other body shall also prohibit the distribution of income and property to the members to the extent stated herein;
 - 12.1.2 if Oral History Tasmania shall have been approved pursuant to Section 7B(1) of the Income Tax Assessment Act, then such other body shall also be so approved; and
 - 12.1.3 Oral History Tasmania shall not be dissolved except by approval of not less than three quarters members present and voting at a meeting called for that purpose of which not less than one (1) calendar month's written notice, including notice of the proposed dissolution, has been distributed to all members.
 - 12.1.4 each member of the Committee shall be liable for no more than one dollar (\$1.00).

13. BYLAWS

Notwithstanding anything therein contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from those Bylaws which was not detected until after the decision has been made.

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BYLAWS

Adopted at an Extraordinary General Meeting held at the Queen Victoria Museum Theatrette, Wellington Street, Launceston, on 6 August, 1994, with amendments passed by special resolution at an Annual General Meeting at the Queen Victoria Museum meeting room on 25 August 2012, and further amendments passed by special resolution at an Annual General Meeting at the Friends Lounge of the Queen Victoria Museum on 21 September 2014..

1. MANAGEMENT

- 1.1 The Committee shall meet as often as may be required to conduct the business of Oral History Tasmania, and not less than six (6) times each calendar year.
- 1.2 The quorum shall be four (4) members
- 1.3 Notice of meetings shall be given at the previous Committee meeting or, in an emergency, by such other notice as shall be ratified by the Committee.
- 1.4 The Committee may appoint sub-committees of members and non-members for specific purposes, who shall meet as they see fit or as directed by the Committee, and who shall report to the Committee.

2. GENERAL MEETING

If within thirty (30) minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case the meeting shall stand adjourned to a date within fourteen (14) days, at a time and place to be determined by those present. Notice of not less than seven (7) days shall be given of the date of the adjourned meeting. If, at such adjourned meeting, a quorum is not present within thirty (30) minutes of the time appointed for the meeting, the meeting shall lapse.

3. VOTING

Persons with special interests or knowledge relevant to Oral History Tasmania may be invited to attend any meeting and to speak at the discretion of the President but such person may not vote.

4. PRESIDENT

- 4.1 The President shall chair Committee and General meetings except that, in the absence of the President or at the request of the President or of a majority of a meeting, another member may be elected as chairperson for that meeting.
- 4.2 The chairperson at any meeting shall have a personal deliberative vote and shall, in addition, have a casting vote if votes are equal.
- 4.3 The President, together with the Secretary, shall prepare the agenda for Committee and General meetings.
- 4.4 The President shall act as Spokesperson unless an alternative Spokesperson has been appointed by the Committee or a General Meeting. The Spokesperson shall make statements

in accordance with previously agreed policy or, in an emergency, following consultation with at least one (1) member of the Committee.

5. TREASURER

- 5.1 The Treasurer shall ensure that monies received are paid into an account authorised by the Committee in the name of Oral History Tasmania. Payments shall be as petty cash or by cheque signed by two (2) authorised signatories of whom there shall be no more than four appointed by the Committee. Major or unusual expenditure shall be authorised in advance by the Committee or a General Meeting.
- 5.2 The Treasurer shall ensure that records are kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.
- 5.3 The Treasurer shall ensure that financial budgets and statements are prepared.
- 5.4 The Treasurer shall present an audited financial statement to the Annual General Meeting.

6. SECRETARY

- 6.1 The Secretary shall give notice of meetings in accordance with the provisions of these Bylaws.
- 6.2 The Secretary shall ensure that records are kept of Oral History Tasmania, including the Constitution and policies, records of members, a register of Minutes of meetings and notices, a file of correspondence, and records of submissions or reports made by or on behalf of Oral History Tasmania.
- 6.3 In the absence of the Secretary or at the request of the Secretary or of a majority of the meeting, another member shall be elected as Minutes Secretary.

7. PUBLIC OFFICER

The Public Officer will be appointed by the Committee from the Committee.

8. NEWSLETTER EDITOR

A newsletter editor will be appointed by the Committee to produce a newsletter as directed by the Committee.