



RULES OF THE PORT MELBOURNE HISTORICAL AND PRESERVATION SOCIETY INC.

1. NAME

The name of the Society shall be the Port Melbourne Historical and Preservation Society.

2. INTERPRETATION

In these Rules, unless a contrary intention appears,

- i) the 'Society' shall mean the Port Melbourne Historical and Preservation Society
- ii) 'Member' shall mean a person who has paid to the Society the current prescribed membership fee
- iii) the 'Committee' shall mean the Executive Committee of the Society
- iv) 'Port Melbourne' shall mean the area defined as the City of Port Melbourne as at 1 January 1994.

3. AIMS AND OBJECTIVES

- i) To foster interest in and knowledge of the history of Port Melbourne.
- ii) To collect, preserve and when possible display items of historical interest relevant to Port Melbourne.
- iii) To compile and keep an historical record of the district in a form that will ensure public accessibility.
- iv) To work toward the preservation of buildings and objects of architectural, historical and social interest within Port Melbourne.

4. LOCATION OF COLLECTION

Save for the right of the committee to approve the temporary loan or temporary display of items from the Society's collection outside the area defined as the City of Port Melbourne as at 1 January 1994, all of the items that have been acquired by the Society and which together form its collection, shall be housed within the said area.

5. MEMBERSHIP

- i) The Society shall consist of interested persons, regardless of their place of residence, who pay the annual subscription before 31st December of the current financial year.
- ii) The (Secretary) Society shall keep and maintain a register of members in which shall be entered the full name and address of each member.

6. OFFICERS AND COMMITTEE

- i) The Committee shall consist of a President, a Vice-President, a Secretary, a Treasurer and not less than three nor more than four other members.
- ii) Officers shall be elected at each Annual General Meeting and shall retire after twelve months, but shall be eligible for re-election from year to year.
- iii) Any vacancy on the Committee between Annual General Meetings may be filled by the Committee for the unexpired portion of the year.

iv) Any Officer's position that becomes vacant between Annual General Meetings may be filled by the Committee for the unexpired portion of the year.

7. ELECTION OF OFFICERS AND COMMITTEE

- i) Nominations for these positions shall be made to the Secretary in writing, signed by two members of the Society and (including) by the person being nominated, at any time before the Annual General Meeting.
- ii) If the number of nominations is equal to the number of vacancies the persons nominated will be deemed to be elected.
- iii) If the number of nominations exceeds the number of vacancies for any position a ballot will be held at the Annual General Meeting in the proper manner as the Committee may direct.
- iv) A position will become vacant if the person holding that position ceases to be a member of the Society or if they resign from the office they hold.

8. MEETINGS

- i) A minimum of six General Meetings shall be held each calendar year, at which minutes shall be taken of all resolutions and proceedings of the Society
- ii) Dates for General Meetings for the year shall be published and delivered by hand or by post **or by email** to members at least 14 days in advance of the first General Meeting of each calendar year. Any alteration to this schedule shall be notified in writing at least 14 days in advance.
- iii) A quorum at a General Meeting of the Society shall be one quarter of members or ten, whichever is less.
- iv) A General Meeting shall have overriding power to determine all questions of policy. Notice of motion will not normally be required. Members may vote by proxy.
- v) A Special General Meeting shall be held at the written request of ten members of the Society, or by decision of the Committee.
- vi) Meetings of the Committee, at which (three) **five** members shall be a quorum, shall be held at the discretion of the President and Secretary and in accordance with established procedures.
- vii) The Annual General Meeting of the Society shall be held each year in August or September. The Committee is to inform members of the specific date at least 14 days prior to the holding of the meeting.

9. SUBSCRIPTION

- i) The annual membership fee shall be fixed at each Annual General Meeting and become payable on the 1st of September.
- ii) **Fees paid after 15th June will apply until 1st September of the following year.**
- iii) No member whose subscription is in arrears after December 31st may vote at any meeting.

10. FUNDING

- i) The Society will derive its funds from the subscriptions of members, from grants, donations and from such fund raising activities as may be authorised by the Committee.
- ii) The assets and income of the Society shall be applied solely to furtherance of the above mentioned objectives, and no portion shall be

distributed directly or indirectly to any member except as bona fide compensation for services rendered or expenses incurred on behalf of the Society.

11. POWERS OF THE COMMITTEE

The Committee, in addition to the powers hereinafter specifically conferred upon it, shall have control of the finances of the Society and such administrative powers as may be necessary for properly carrying out the objectives of the Society in accordance with the Rules.

12. DUTIES OF THE SECRETARY AND TREASURER

- i) The Secretary shall conduct the correspondence of the Society and record the minutes of all meetings; and shall have custody of all documents relating to the conduct of the Society and shall serve as the Public Officer.
- ii) The Treasurer shall collect all monies on behalf of the Society, give receipts as required, pay into the Society's bank account, keep the accounts, furnish a financial report to each General Meeting, and make up the annual statement of accounts and balance sheet of the Society for the Annual General Meeting.
- iii) The Secretary and the Treasurer shall make available the records of the Society to any member on request.

13. PAYMENT OF ACCOUNTS

All cheques shall be signed by two office bearers **and all internet banking payments shall be authorised by two office bearers**

14. THE COMMON SEAL

The Common Seal shall be kept in custody of the Secretary, and shall not be affixed to any instrument except by the authority of the Committee. Use of the Seal shall be attested by signatures of two committee members or one committee member and the Public Officer.

15. (HONORARY AUDITOR) EXAMINATION OF THE ACCOUNTS

(Books) **Accounts** of the Society are to be examined by (an Honorary Auditor) **a Certified Accountant**, to be appointed. The financial year of the Society shall run from 1 July to 30 June.

16. ALTERATIONS TO THE RULES

- i) No Rule of the Society shall be made, altered or repealed except at a duly called and constituted General, Annual General or Special General meeting of the Society, and except with the sanction of at least a three quarters majority of the members present at such a meeting.
- ii) Twenty-one days' notice (in writing) **DELETE THIS** shall be given **to all members** of intended alterations to the Rules.
- (iii) The same procedure will be required to alter the statement of Aims and Objectives.) **DELETE THIS SUB-CLAUSE AS THESE ARE ALREADY COVERED IN CLAUSE 3**

17. MEMBERS BOUND BY RULES

Every member shall be bound by the Rules and by-laws of the Society. If required, disciplinary action may be determined by the Committee.

18. DISSOLUTION OF SOCIETY

- i) The Society may be dissolved by a resolution passed by a three-quarters majority of members present and voting at a Special Meeting

called for that purpose, of which notice in writing has been given to members not less than twenty-one days prior to the meeting being held.

ii) If such a resolution be carried, then the property, funds and records of the Society shall be presented to the City of Port Phillip.

04/07/2019