

AUSTRALASIAN FEDERATION OF FAMILY HISTORY ORGANISATIONS INC.

BY-LAWS

(adopted at AFFHO Council meeting 22 April 2002)

1. FINANCIAL YEAR

The financial year of the Federation shall commence on 1 January in each year and end on 31 December.

2. MEMBERSHIP SUBSCRIPTIONS

2.1 The annual subscription rate for Full Members referred to in sub-Clauses 8.1 and 8.4 in Australian dollars shall be:

Status	Current rate in \$AUS
Full – under 200 members	40.00
200 – 299 members	60.00
300 – 399 members	80.00
400 – 499 members	90.00
500 – 999 members	100.00
over 999 members	150.00
Associate members	40.00

2.2 Copies of an AFFHO newsletter are included in the Member subscription.

3. ELECTION OF COUNCIL

3.1 The Council should contain one resident Councillor from each of the following areas:

- (i) the Australian Capital Territory;
- (ii) New South Wales;
- (iii) Victoria;
- (iv) Queensland;
- (v) South Australia;
- (vi) Tasmania;
- (vii) the Northern Territory;
- (viii) Western Australia; and
- (ix) New Zealand.

3.2 From those elected, the Annual General Meeting shall appoint the President, Vice President, Secretary and Treasurer.

3.3 The Council shall, at least 70 days before the Annual General Meeting, issue to Full Members a call for nominations for Office Bearers and Councillors informing them that nominations for any of these positions will be received by the Secretary up to a date to be named by the Council not less than 35 days before the date of the Annual General Meeting. The call notice shall include a list of the retiring Office Bearers and Councillors who are available for re-election.

3.4 A Full Member to which sub-Clause 8.1 of the Constitution and Rules applies may nominate its representative appointed under sub-Clause 8.2 to serve as a member of the Council.

3.5 A Full Member to whom sub-Clause 8.4 of the Constitution and Rules applies may only be nominated by the group represented by the Full Member, to serve as a member of the Council. Eligibility for such nomination is in accordance with sub-clause 8.5 of the constitution and rules.

3.6 Nominations for the Council must be submitted on the prescribed form and be received by the Secretary at least 35 days prior to the Annual General Meeting. Each nomination shall be signed by the nominated representative and the presiding officer of the nominating member organisation.

3.7 The Secretary shall, at least 28 days prior to the Annual General Meeting distribute to all member organisations, by post or by electronic transmission (whichever is most appropriate), Ballot Papers containing a list of nominations received for the Council, showing the name of the nominated representative and the name of the nominating member organisation, including the State, Territory or Province, together with brief biographical details of each nominee.

3.8 Completed Ballot Papers must be received by the Secretary of the Council seven days prior to the annual general meeting.

3.9 The non-receipt by a member organisation of the Ballot Papers referred to in Clause 3.7 hereof shall not invalidate the election of the Federation Council.

4. **APPOINTMENT OF REPRESENTATIVES**

- 4.1 Each Full Member and Associate Member organisation, in accordance with sub-Clauses 8.2 and 8.4 and sub-Clauses 9.2 and 9.4 of the Constitution and Rules shall appoint one such person as it thinks fit to act as its representative/delegate at a particular general meeting or at all general meetings.
- 4.2 The Secretary of the Council shall cause a Member Organisation Representative Form to be distributed with the notice and agenda for the Annual General Meeting, to all financial member organisations, to be returned before each Annual General Meeting.

5. **DUTIES OF THE SECRETARY**

- 5.1 The primary duties, function and responsibilities of the Secretary shall be to keep all records as set down in sub-clause 21.3 of the Constitution and Rules 2001; and
- 5.2 to receive, record and respond to all correspondence (hard copy or electronic) with direction from the Council.

6. **DUTIES OF THE TREASURER**

- 6.1 The primary duties, functions and responsibilities of the Treasurer shall be to collect and record all financial activities of the Federation in accordance with Rule 25 of the Constitution and Rules 2001; and
- 6.2 following the close of each financial year to deliver to the Auditor the Annual Statement of Income and Expenditure together with the Balance Sheet of the Federation for auditing purposes.

7. **NEWSLETTER**

- 7.1 The Federation shall publish a newsletter on a regular basis to be issued to all current Full and Associate member organisations free of charge using the most economical method of transmission.
- 7.2 The purpose of the newsletter is to provide information and items of interest and shall reflect the Federation's role as a peak body assisting member organisations throughout Australasia and not individual researchers.

8. **THE AUSTRALASIAN CONGRESS**

- 8.1 The Council of the Federation, in accordance with sub-clause 5.7 of the Constitution and Rules 2001, under the Patronage of the Federation shall cause a triennial Australasian Congress on Genealogy and Heraldry to take place.
- 8.2 The name of the AFFHO Congress shall be an 'Australasian Federation of Family History Organisations Inc. Congress on Genealogy and Heraldry'. Each Congress is to be numbered in consecutive order e.g. 11th Australasian Congress on Genealogy and Heraldry.
- 8.3 Nominations to host an Australasian Congress shall be submitted in writing to the Council fifty-six (56) days prior to the commencement of the Annual General Meeting (or) the commencement of the Triennial Congress held six (6) years before the anticipated event. Each submission must be limited to a 500-word factual proposal detailing the anticipated dates, location, possible theme and any other relevant details.
- 8.4 The Secretary of the council shall acknowledge in writing each submission received.
- 8.5 The Council of the Federation shall act as a judging panel, taking in to consideration the need to share equally, wherever possible, a rotation of possible hosts between all states, territories and New Zealand.
- 8.6 The name of the successful nomination shall be announced at the closing ceremony of each Congress.

9. **AFFHO AWARD FOR MERITORIOUS SERVICE TO FAMILY HISTORY**

- 9.1 An award may be made at each triennial Australasian Congress on Genealogy and Heraldry for meritorious service to family history in Australasia, at the discretion of the Council of the Federation.
- 9.2 Nominations for the Award may be made by any Full Member or Associate Member organisation of the Federation and shall include a clear indication of the service given, with special emphasis being placed on voluntary contribution.
- 9.3 Nominations shall be submitted in writing, in 500 words or less and shall be received by the Secretary of the Federation six (6) months prior to each Congress.
- 9.4 The Council of the Federation shall act as the judging panel.
- 9.5 Presentation of the Award by the President of AFFHO will take place at the Congress Dinner.

10. **LEGAL LIABILITY – DISCLAIMER**

The Federation 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 or sourced from the records of the Federation.