

**CONSTITUTION OF THE
AUSTRALIAN MINING HISTORY ASSOCIATION INC.**

1. *Name*

- 1.1 The name of the body shall be the AUSTRALIAN MINING HISTORY ASSOCIATION INC., and hereinafter referred to as the Association.

2. *Objectives*

The objectives of the Association shall be:

- 2.1 To promote and co-ordinate national activities and programmes related to mining history.
- 2.2 To encourage the study, discussion, writing and publication of mining history.
- 2.3 To encourage the identification and preservation of records, sites, relics and materials relevant to Australian mining.
- 2.4 To act as a focus for correspondence between those persons within Australia and overseas interested in mining history.
- 2.5 To disseminate information of interest to members through a newsletter and/or journal.
- 2.6 To undertake activities in areas of common interest, at the request of the membership.
- 2.7 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of the above objects.

3. *Membership*

- 3.1 Membership shall be open to any individual or institution possessing an interest in mining history and/or the preservation of mining sites and materials.

4. *Register of Members of Association*

- 4.1 The Secretary shall on behalf of the Association keep and maintain the register of members at a place made known to the Executive Committee.

5. *Membership Categories*

- 5.1 There shall be three categories of membership, waged, unwaged, and Institutions.

6. *Rights of Members*

Members shall be entitled to:

- 6.1 Participate in all activities of the Association.
- 6.2 Receive publications of the Association.
- 6.3 Hold office in the Association.
- 6.4 Vote at General Meetings.

7. *Subscriptions*

- 7.1 The Subscriptions shall be determined by the Annual General Meeting voting on a recommendation of the Executive Committee.
- 7.2 A member is a financial member for the purpose of these rules if the subscription is paid on or before the relevant date fixed by or under subrule (7.1) or within 3 months thereafter.

8. *Executive Committee*

- 8.1 The executive business of the Association shall be conducted by an Executive Committee.
- 8.2 The Executive Committee shall be elected at an Annual General Meeting according to the rules.
- 8.3 Should any member of the Executive Committee resign or for any other reason cease to be a member of the Association or should insufficient members offer themselves

for election at the Annual General Meeting the elected members of the Executive committee may co-opt additional members in accord with subrule (8.4).

- 8.4 The Executive Committee shall be composed of:
- (a) A President, a Vice-President, Secretary and a Treasurer;
 - (b) Not less than 7 additional Committee members (with the object of endeavouring to cover as great a range of States and territories of Australia as possible) all of whom shall be members of the Association
- 8.5. Members of the Committee shall disclose any interest they may have in any contract or proposed contract entered into or to be entered into by the committee on behalf of the Association.

9. *General Meetings*

- 9.1 The Annual General Meeting shall be held according to the rules
- 9.2 Extra-ordinary General Meetings may be called according to the rules.
- 9.3 Audited accounts shall be presented to the Annual General Meeting.
- 9.4 Only paid up members shall be entitled to vote at General Meetings.

10. *Quorum*

- 10.1 The quorum at General Meetings shall be seven members.
- 10.2 The quorum at meetings of the Executive Committee shall be four members including two of President, Secretary, Treasurer.

11. *Alterations to the Constitution*

- 11.1 Alterations to the Constitution may be made only at the Annual General Meeting or at an Extra-ordinary Meeting.
- 11.2 Alterations may be proposed by the Executive Committee or by a motion moved and seconded by members and forwarded to the Secretary.
- 11.3 In the case of the Annual General Meeting, any motions must be forwarded to reach the Secretary at least 21 days before the date of the meeting.
- 11.4 The text of the proposed alterations shall be forwarded on an Agenda to members 14 days before the date of the Annual General Meeting or Extra-ordinary Meeting.
- 11.5 A seventy-five per cent majority of those members present and those voting by proxy at the Annual General Meeting or Extra-ordinary Meeting shall be necessary for the acceptance of any proposed alteration.
- 11.6 Votes by proxy will be accepted at a General Meeting provided they relate to matters listed in advance on the Agenda of such meeting and must be received at least two days prior to the meeting.

12. *Procedures and Rules*

- 12.1 The President/Chairperson shall follow the rules adopted by the Association for the conduct of business.
- 12.2 In the absence of the President, any other member of the Executive committee may be elected by the meeting to take the chair.
- 12.3 Rules of the Association may be adopted by resolution of the Annual General Meeting provided that the text of the rule(s) be included in the Agenda posted with the Notice of Meeting. Rules or amendments to rules may be proposed by the Executive Committee or on a motion of two members.
- 12.4 In the case of a tied vote on any issue the *status quo* shall stand.

13. *Control of Funds*

The Treasurer shall

- (a) be responsible for the receipt of all moneys paid to or received by him/her on behalf of the Association and shall issue receipts for those moneys in the name of the Association;
- (b) pay all moneys referred in paragraph (a) into such account or accounts of the Association as the Executive Committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a General Meeting or of the Executive Committee and in so doing ensure that all cheques are signed by any one of two members of the Executive Committee sanctioned to do so by that Committee in addition to himself or herself;

- (d) submit to the Executive Committee in accordance to a directive from the President/Chairperson a balance sheet or financial statement;
- (e) have custody of all securities, books and documents of a financial nature and accounting records of the Association; and
- (f) submit to audit on an annual basis the books and financial records of the Association.

14. *Custody of Records & Secretarial Duties*

The Secretary shall

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the Committee and of the Association;
- (c) have custody of all books, documents, records and registers of the Association other than those required by rule 13(e) to be kept and maintained by, or in the custody of, the Treasurer; and
- (d) carry out any other duties as imposed by these rules on the Secretary or/and as directed by the Annual General Meeting and Executive Committee.

15. *Common Seal*

The Common Seal of the Association shall be kept in the custody of the Secretary at all times and shall not be affixed to any document other than pursuant to a resolution of the Executive Committee.

16. *Association Members Access to Records*

A member may at any reasonable time and at a place convenient to the Secretary or Treasurer inspect without charge the books, documents, records and securities of the Association.

17. *Winding Up of Association*

If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed by the Executive Committee to another incorporated association having objects similar to those of the Association as shall be determined by resolution of the members.