

# CONSTITUTION AND RULES

(REVISED 2013)



# THE AUSTRALIAN SOCIETY OF WORLD WAR 1 AERO HISTORIANS

(Founded 1962)

## CONSTITUTION & RULES (Revised: AGM November 2010)

NAME	1.	The name of the organisation shall be: 'THE AUSTRALIAN SOCIETY OF WORLD WAR ONE AERO HISTORIANS'.
LOCATION	2.	The headquarters of the Society and the majority of its members shall, at all times, be located in Australia.
AIMS & OBJECTIVES	3.	<p>The principal aims and objectives of the Society shall be:</p> <ul style="list-style-type: none"><li>a. To operate, on a non-profit basis, as a common society for all persons who have a genuine interest in any aspect of Great War aviation and associated topics.</li><li>b. To provide such persons with the opportunity to meet at regular intervals, for the purpose of exchanging information and ideas on the subject and participate in related social activities.</li><li>c. To gather and publicise information on all aspects of Great War aviation and associated topics, in order to promote a greater awareness and interest in the subject.</li><li>d. To promote and encourage, within Australia, the preservation of historical material and relics pertaining to the subject.</li><li>e. To foster a close liaison with other societies and organisations having similar aims and objectives.</li></ul>
MEMBERSHIP	4.	<ul style="list-style-type: none"><li>a. The Society shall be comprised of those persons, of good character, who have indicated their interest in the aims and objectives of the Society and paid the prescribed membership fees, as determined from time to time.</li><li>b. A person ceases to be a member when;<ul style="list-style-type: none"><li>(1.) The person resigns membership,</li><li>(2.) The person is expelled from the society, or</li><li>(3.) The person fails to pay the annual membership two months after it falls due.</li></ul></li></ul>
APPLICATIONS	5.	<ul style="list-style-type: none"><li>a. Applications for membership shall be made, where possible, on a prescribed Application Form or via the website, submitted to the Membership Secretary and accompanied by a remittance to cover the current joining fee (if any) and the annual membership fee.</li><li>b. The Society shall reserve the right to refuse membership for any reason, without necessarily specifying such reason to the unsuccessful applicant. In such cases, all moneys remitted by the applicant shall be promptly refunded.</li></ul>
HONORARY MEMBERSHIP	6.	<ul style="list-style-type: none"><li>a. The Society may, from time to time, decide by majority vote to offer Honorary Membership to selected individuals. Such Honorary Members shall be entitled to all rights and privileges of regular membership and shall be subject to the Constitution and rules of the Society.</li><li>b. The granting of Honorary Membership shall be limited to selected individuals who have made a major contribution to the aims and objectives of the Society.</li></ul>
TERM OF MEMBERSHIP	7.	<ul style="list-style-type: none"><li>a. Membership shall be renewable annually. The term of membership shall commence on January 1<sup>st</sup> of each year and conclude on December 31<sup>st</sup> of that year. The term of membership may be changed from time to time, by a majority vote of the members.</li><li>b. The annual subscription shall be at such rate as the Executive Committee may determine from time to time, subject to confirmation by a general meeting.</li></ul>

- c. Members who join the Society during the course of the normal term of membership shall, upon acceptance of their application, be immediately eligible for all membership benefits and privileges and have access to the members' area of the Society's website. They shall also receive copies of all available printed material issued during the current term of membership, prior to the date of joining.
  - d. Regardless of the date of joining, all memberships shall fall due for renewal on the date of commencement of the subsequent annual term of membership. The Executive Committee shall have the right to waive this rule in special circumstances.
- DELATED RENEWALS 8. Any person who fails to renew his/her membership within a period of two calendar months after the commencement date of the current term of membership shall be struck off the membership records and shall be ineligible for all Society benefits and privileges without further notice. Any subsequent request for membership, by that person, may be regarded as an initial application and processed accordingly.
- RESPONSIBILITIES OF MEMBERS 9. a. All members shall be expected to give their full co-operation and assistance in carrying out the Society's aims and objectives.
- b. Society members shall conduct themselves, at all times, in a manner which reflects credit upon the Society and shall not, by word or action, commit the Society to any undertaking or financial outlay without the express permission and authority of a meeting of the members or the Executive Committee.
- MEETINGS 10. a. Meetings of the Society members shall be conducted on a regular basis for the purpose of discussing and transacting Society business.
- b. All members shall be informed of the time and place of proposed meetings by written notification, posted not less than seven days in advance and by notice on the posted on the Society's website.
- c. An attendance of not less than 15 registered members shall be necessary at any general meeting before any binding decisions can be made, relative to major issues of Society policy or commitments.
- d. In the absence of both the Society President and the Vice-President(s) from a scheduled meeting, the members present shall elect, from amongst their number, an Acting Chairman to preside at that meeting.
- ANNUAL GENERAL BUSINESS MEETING 11. a. An Annual General Business Meeting shall be held each year for the following purposes:
- b. To receive Annual reports on the past year's activities from the President, Secretary and other retiring Office Bearers.
- c. To receive the Treasurer's Annual Statement and report.
- d. To transact any Society business, of a special or important nature, that may be specifically stated in the notification of the meeting.
- e. To elect Office Bearers for the ensuing year.
12. All members shall be informed of the time and place of the Society's Annual General Business Meeting by written notification and by notice posted on the Society's website, posted not less than fourteen days in advance.
- SPECIAL MEETINGS 13. a. A special general meeting may be called at 21 days' notice by the secretary or a member may call a special general meeting if they get the agreement of 14 members with a minimum of 50% of those signatories required to attend the Special general meeting. The Secretary then must issue a notice of a Special general meeting including items on the agenda within 14 days of receiving the request from the member.
- b. A special general meeting shall be conducted no later than one month after posting of the notice and agenda.
- OFFICE BEARERS 14. The Society Office Bearers shall consist of a President, up to two Vice-Presidents, Secretary, Treasurer, Webmaster and any other Office Bearers that

are deemed necessary (eg. Publications Editor, Librarian, Catering officer, Publicity Officer, etc.) All such offices shall be honorary positions.

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| ELIGIBILITY FOR OFFICE          | 15. |    | Any member shall be eligible for election to Office after having completed three months membership, commencing from the date of acceptance of his/her application.   |
| TERM OF OFFICE                  | 16. |    | The normal term of Office for all Office Bearers shall be of one year's duration, terminating at the date of the Annual General Business Meeting. Retiring Office Bearers may stand for re-election to the same, or any other office, if they so desire.   |
| NOMINATION OF OFFICE BEARERS    | 17. | a. | Members will be asked to nominate potential office bearers prior to the AGM. A nomination form will be posted on the website and mailed/emailed out in the October prior to the AGM to be returned no later than 14 days before the AGM.   |
|                                 |     | b. | If a position is vacant, nominations from the floor at the AGM will be accepted.   |
| ELECTION OF OFFICERS            | 18. | a. | All Offices shall become vacant during the Annual General Business Meeting, at which time an Acting Chairman and two scrutineers shall be appointed, by the members present, to conduct the Election of Officers for the ensuing year.   |
|                                 |     | b. | The election of Officers shall be conducted by a show of hands of the members present and shall include nominations and votes received from absent members.  |
| ABSENTEE NOMINATIONS AND VOTING | 19. | a. | Any member who is unable to attend the Annual General Business Meeting may submit absentee nominations and votes for any, or all of the offices being contested no less than 48 hours before the AGM. Such nominations must be contained in a sealed envelope, clearly marked 'Absentee Nomination' and forwarded to the Secretary prior to the meeting. They shall be opened by the Acting Chairman when nominations for Office Bearers are being called. |
|                                 |     | b. | Provided that an absentee nomination is seconded by another member, it shall be counted as a vote for the candidate nominated.   |

#### **DUTIES AND RESPONSIBILITIES OF OFFICERS**

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| PRESIDENT       | 20. | a. | The President shall normally act as Chairman at meetings of the Society members and the Executive Committee, and shall ensure that these are conducted in an orderly and proper manner.                   |
|                 |     | b. | The President shall act as senior spokesman for the Society in all matters relating to policy and public relations.   |
|                 |     | c. | The President shall have a deliberative vote on all matters and, in the event of equality of voting, shall have an additional casting vote.   |
| VICE- PRESIDENT | 21. |    | A Vice President shall undertake the duties and responsibilities of the President in the latter's absence.  |
| SECRETARY       | 22. | a. | The Secretary shall keep minutes of all meetings of the Society members and the Executive Committee.  |
|                 |     | b. | The Secretary shall receive and reply to, correspondence addressed to the Society.  |
|                 |     | c. | The Secretary shall undertake any additional duties as may be directed by meetings of the Society members or the Executive Committee, from time to time.  |
| TREASURER       | 23. | a. | The Treasurer shall receive, and issue receipts for, all moneys paid to the Society.  |
|                 |     | b. | The Treasurer shall ensure the safe-keeping of the Society's funds by depositing them in an approved bank or building society account, operated in the Society's name. Cheques payable by the Society and |

			cash withdrawal forms shall be signed by the Treasurer and one other designated Office Bearer.
		c.	The Treasurer shall maintain accurate and up-to-date records of the Society's finances. These records shall be made available for examination, upon request of any meeting of the Society members or the Executive Committee.
		d.	The Treasurer shall prepare a comprehensive and detailed statement of annual receipts and expenditures for submission to the Annual General Business Meeting of the Society.
		e.	The Treasurer shall maintain accurate and up-to-date records of the Society membership, applications for membership, etc, and carry out all duties in the constitution and rules designated to be carried out by the Membership Secretary."
WEBMASTER	24.	a.	The Webmaster is to manage and maintain the website of the Australian Society of WW1 Aero Historians. These duties include: administrating the website; making sure all the web servers, hardware, and software are working properly; designing and developing the website; and marketing the website.
OTHER OFFICE BEARERS	26.		All other Office Bearers shall undertake their allotted duties to the best of their abilities. They shall maintain accurate and up-to-date records, where necessary, and shall report on their particular activities at regular meetings of the Society.
EXECUTIVE COMMITTEE	27.	a.	The Executive Committee of the Society shall consist of the elected Office Bearers, to a total of not less than five in number.
		b.	The Executive Committee shall, when necessary, convene special meetings to discuss and act upon any matters of an urgent or complex nature which cannot be conveniently resolved at a regularly-scheduled meeting of the Society members. Supplementary Minutes of all Executive Committee Meetings shall be prepared by the Secretary and made available at the following general meeting.
		c.	An attendance, at such meetings, of not less than three Executive Committee Members shall be necessary before any binding decisions can be made relative to major Society matters.
		d.	The Executive Committee may, if it so desires, call upon individuals or members to attend such meetings for the purpose of offering advice or making recommendations to the Committee in respect of its deliberations. Such persons shall have no voting rights at that meeting.
LIMITATIONS OF POWER	28.		The Executive Committee shall be empowered to act on behalf of the Society in any urgent matters relating to policy, expenditure of funds, and the like. It shall not, however, commit the skills, resources or personal finances of any individual member without prior consultation with and agreement by that member.
DISPUTE RESOLUTION	29.	a.	The Executive Committee shall be empowered to act as an arbitary body in any situation where a complaint or charge of unethical conduct is made against a member of the Society.
		b.	If, in the opinion of the Executive Committee, or a majority of all its members, the complaint or charge against a Society member is proven, the Committee shall have the power to impose such penalty, by way of admonishment, suspension for a specified period, or expulsion from the Society, as it may consider warranted by the circumstances. In such cases, the decision of the Committee shall be final and binding.
SOCIETY PROPERTY	30.	a.	All property donated or loaned to the Society shall be promptly reported to a general meeting of the members. In each and every case, a specific Office Bearer or member shall be appointed custodian of such property and charged with the responsibility of its safe keeping. A permanent record shall be maintained of all custodians and the Society property in their possession.
		b.	All such property must be made readily available to the Society and the registered custodian shall be required to produce it, for inspection and/or use, upon receipt of reasonable notice to that effect.

- c. In the event of any registered custodian ceasing to be a member of the Society, he/she shall arrange for the immediate return of all Society property, in his/her possession to the Secretary.
  - d. The Society shall not accept any responsibility for property loaned, on a personal basis, to any of its individual members.
- WINDING UP OF SOCIETY      31.      If, for any reason, the Society ceases to function as such, the Executive Committee shall be responsible for winding up the affairs of the organisation by:
- a. Settling any outstanding monetary debts from existing Society funds. Any excess funds remaining shall then be donated to a registered charity, or non-profit organisation of the Committee's choice.
  - b. Arranging for the return of any property, on loan to the Society, to the original lender/s or, in the event of their prior decease, their next-of-kin.
  - c. Re-allocating any Society property of historical value to one or more recognised societies or organisations which have similar aims and objectives.
- CHANGES TO CONSTITUTION      32.      a. The Constitution and Rules of the Society may be added to, altered or repealed at any time, as resolved by an affirmative vote of not less than two-thirds of the members present at a general meeting of the Society.
- b. Notice of intention to propose any such changes shall be posted to all members, not less than seven days in advance of the meeting date.