

CANBERRA & DISTRICT HISTORICAL SOCIETY INCORPORATED

CONSTITUTION AND RULES

TITLE

1. The Society shall be known as the Canberra & District Historical Society Incorporated.

DEFINITIONS

2. In these Rules, unless the context otherwise requires:

"the Society" shall mean the Canberra & District Historical Society Incorporated;

"the Council" shall mean the Council, for the time being, of the Canberra & District Historical Society Incorporated;

"member" shall mean financial members (including honorary life members);

Words importing the singular number shall also include the plural and vice versa;

Words importing the masculine gender shall also include the feminine gender;

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form;

Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation Ordinance 1937-1959 as in force on the date on which these Rules are adopted by the Society;

The expression "public officer" shall mean public officer of the Society appointed pursuant to the requirements of the Associations Incorporation Ordinance 1953.

"Registrar" has the same meaning as in the Associations Incorporation Ordinance 1953.

REPEAL

3. (1) Upon adoption of this Constitution and Rules, the Rules of the Canberra & District Historical Society heretofore in force, shall be repealed.

(2) This Constitution and Rules shall be deemed to come into effect on and from the date that the alterations to the objects and purposes of the Society contained in Rule 5 herein are approved by the Registrar.

OFFICE

4. The office of the Society shall be at The Griffin Centre, Bunda Street, Canberra City, or at such other place as the Council may from time to time determine.

OBJECTS AND PURPOSES

5. (1) The basic objects and purposes of the Society are:
- (a) to encourage the study of the history of Canberra and district and of Australia in relation to it;
 - (b) to promote the writing of accurate historical works and studies relating to the areas in which the Society is interested and the establishment, maintenance, preservation and restoration of such memorials, structures or buildings, tablets and/or other markers as may be considered appropriate;
 - (c) to promote and undertake the preservation of books, manuscripts, newspapers and any other records or objects of historical interest, either by their deposit with an appropriate authority or by acquisition by the Society by means of donation, bequest, purchase or otherwise provided that the Society shall have power to make such arrangements as it deems appropriate for the preservation and display of such records or objects;
 - (d) to secure the preservation of places of historic and aesthetic interest, such as buildings, cemeteries and the like by a local State or Commonwealth authority, or in any other way;
 - (e) to foster interchange of information among members of the Society and with other interested persons or bodies by lectures, readings, discussions, excursions and exhibitions and any other appropriate means;
 - (f) to co-operate with other societies and institutions having objects similar to those of the Society and where appropriate to affiliate with such societies or institutions;
 - (g) to encourage other societies and institutions having objects similar to those of the Society to co-operate with the Society and where appropriate to affiliate with the Society.

(2) In addition to the basic objects and purposes of the Society the objects and purposes of the Society shall be deemed to include:

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the object or purposes of the Society;
- (b) the buying, selling, supplying of and dealing in goods of all kinds;
- (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Society;
- (d) the acceptance of any gift or grant, whether subject to a special trust or not, for anyone or more of the objects or purposes of the Society;
- (e) the taking of such steps from time to time as the Council or the members in special general meeting may deem expedient for the purpose of procuring contributions to the funds of the Society, whether by way of donations, subscriptions, or otherwise;

- (f) the printing and publishing of such newsletters, periodicals, books, leaflets, or other documents, journals or literary productions as the Council or the members in special general meeting may think desirable for the promotion of the objects and purposes of the Society;
- (g) the borrowing of money in such manner and on such terms as the Council may, with the prior approval of the members in special general meeting, think fit; and securing the repayment of money so borrowed or raised or the repayment of a debt or liability of the Society by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Society;
- (h) the investment of any moneys of the Society not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine'
- (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936-1965 as amended of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Society and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Society and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment or support, or aiding in the establishment or support, of any other society having objective substantially similar to the basic object of the Society;
- (l) the doing of all such other lawful thing as are incidental or conducive to the attainment of the basic objects of the Society or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

MEMBERSHIP

6. All persons who are members of the Canberra & District Historical Society Incorporated immediately prior to the adoption of this Constitution and Rules and any persons admitted to membership of the Society after such adoption, in accordance with the rules shall be members of the Society.
7. The Society may from time to time at an annual general meeting or a special general meeting establish such classes of membership as may be convenient for the attainment of the objects of the Society, with such rights and privileges as may be determined by the meeting.
8. The subscription for each class of membership shall be at such rates as may from time to time be determined by members of the Society present and voting at a special general meeting or an annual general meeting.
9. (1) An application for membership of the Society shall:

- (a) be made in a form approved by the Council;
- (b) be signed by the applicant;
- (c) be accompanied by the appropriate subscription; (d) be lodged at the office of the Society.

(2) A person who has applied for and is approved for membership as provided in these rules is eligible to be a member of the Society.

(3) As soon as practicable after the receipt of the application it shall be referred to the Council for consideration.

(4) Upon an application being approved by the Council:

- (a) the applicant shall be advised in writing that he has been approved for membership of the Society;
- (b) the Council shall cause the name of the member and other information required by these rules to be entered in the register of members.

(5) A member of the Society may, at any time, resign from the Society by delivering or sending by post to the office of the Society a written notice of resignation, but shall be liable for any money due but unpaid at that time.

(6) (a) Upon receipt of a notice under sub-rule (5) of the rules, the name of the member by whom the notice was given shall be removed from the register of membership;

(b) All resignations shall be reported to the Council.

(7) (a) Any right, privilege, or obligation of a person by virtue of his membership of the Society is not capable of being transferred or transmitted to another person and terminates upon the cessation of his membership, whether by death, resignation, expulsion or otherwise.

(b) Every member of the Society shall be liable to contribute to the assets of the Society in the event of the Society being wound up while he is a member or within one year after he ceased to be a member, for the payment of the debts and liabilities of the Society contracted before he ceased to be a member and to the costs, charges and expenses of winding up the Society such amount as may be determined by the Council but not exceeding an annual subscription appropriate to the year in which the member was last a member. [as amended A.G.M. 12.9.89]

- (c) (i) Every member on joining the Society shall notify the Secretary of his address and subsequently of any change of address;
- (ii) Any notice sent to the last notified address shall be deemed to be sufficient notice to such member.
- (iii) Any member failing to pay the annual subscription or any other money due to the Society may have his membership cancelled by the Council but may be readmitted on payment of all arrears, provided

that, in any case deemed appropriate, the Council may waive such arrears wholly or partly.

HONORARY LIFE MEMBERS

10. (1) The Council may appoint as an honorary life member of any person who, in its opinion, has rendered service or made a notable contribution to the Society.
- (2) No more than two (2) honorary life members may be appointed in anyone financial year.

THE COUNCIL

11. The Council constituted as provided in Rule 12:
 - (1) shall control and manage the business and affairs of the Society;
 - (2) may, subject to these rules, exercise all such powers and functions as may be exercised by the Society, other than those powers and functions that are required by these rules to be exercised by an annual general or special general meeting of members of the Society;
 - (3) subject to the Ordinance and this constitution and rules, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Society;
 - (4) shall subject to this constitution and rules carry out such duties as are from time to time directed by the Society by resolution at annual or special general meetings.
 - (5) may engage on such terms and conditions as it thinks fit suitably qualified persons who need not be members of the Society to carry out such duties in furtherance of the Society's objects as it may prescribe.
12.
 - (1) The office-bearers and other elected members of the Council immediately prior to the adoption of this constitution and rules shall continue in office until the conclusion of the next annual general meeting.
 - (2) The Council shall consist of:
 - (a) a President, the Immediate Past President, two (2) Vice-Presidents, Secretary, and Treasurer; and
 - (b) eight (8) other members.
 - (3) The Councillors other than the Immediate Past President shall be elected at the annual general meeting of the Society in each year;
 - (4) The term of office of each member elected to the Council shall:

- (a) commence immediately following the conclusion of the annual general meeting at which he was elected; and
- (b) cease at the conclusion of the next annual general meeting.

(5) The Council subject to compliance with the Ordinance shall appoint one of its members to be the Public Officer of the Society.

(6) The Public Officer shall carry out any duties prescribed in these rules or in the Ordinance or otherwise lawfully required of him.

(7) If the office of Public Officer at any time becomes vacant the Council subject to compliance with the Ordinance shall within fourteen days after it becomes vacant, appoint a member of the Council to fill that vacancy.

(8) The Secretary shall carry out such duties as are prescribed in these rules to the achievement of the objects of the Society and such other duties related as may from time to time be determined by the Council

13.

(1) The Council may grant leave of absence to any Councillor provided that in any case where the Councillor is the holder of an office other than that of Immediate Past President the Council may appoint another Councillor to perform the duties of that office pending resumption of duty by the Councillor granted leave.

(2) In the event of a casual vacancy occurring in any office other than that of Immediate Past President the Council may appoint one of its members or another financial member of the Society to such vacancy and any member so appointed shall hold office until the conclusion of the next annual general meeting.

14. No person shall be eligible to hold office as President for more than three (3) consecutive years.

15. The Council shall meet as often as is necessary for the transaction of the business of the Society but in any case not less frequently than once in each quarter.

16. (1) The President, or in his absence a Vice-President, shall preside at all meetings of the Society and of the Council. In the absence of the President and Vice Presidents, the meeting shall elect a Chairman from the members then present.

(2) The President shall be ex officio a member of all committees.

17. (1) Members of the Council shall be given at least seven (7) days notice of meetings of the Council.

(2) Special meetings of the Council may be convened by the President or any six of its members. In such cases the seven (7) days notice required in 17 (1) is not applicable.

(3) Notice shall be given to members of the Council of any special meeting specifying the general nature of the business to be transacted. No other business shall be transacted at such a meeting.

(4) No business shall be transacted at a Council meeting unless a quorum of six (6) members is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time determined by those present unless the meeting be a special meeting, in which case it shall lapse.

(5) Questions arising at meetings of the Council shall be determined by a simple majority of those present and voting but in the event of an equality of votes the question shall be resolved in the negative.

18. (1) A member of the Council who has or acquires an interest in any contract or business arrangement made or proposed to be made with or by the Society shall disclose his interest to the Council immediately.

(2) No member of the Council shall vote in respect of any contract or arrangement in which he has an interest.

COMMITTEES

19. (1) The Council may at any time appoint a committee which shall include at least one Councillor.

(2) The Council shall appoint the Convenor of each such committee and prescribe its terms of reference.

(3) The Convenor may with the approval of the Council co-opt to any committee such persons as thought fit regardless of whether they are members of the Society.

(4) Two members which must include at least one Councillor shall constitute a quorum of a committee.

(5) The Convenor of a committee shall be responsible for calling meetings of the committee and for keeping sufficient minutes of its proceedings.

(6) Recommendations or other advice agreed upon by any committee appointed under this rule shall be reported to the Council.

ELECTION OF COUNCIL

20. (1) Nomination of candidates for election (who shall be financial members of the Society) to the Council as officers of the Society or as other members of the Council shall be:

- (a) made in writing signed by two members of the Society and accompanied by the written consent of the candidate; and except as provided in Rule 20 (2)
- (b) delivered to the Secretary at least ten days before the date appointed for Annual General Meeting.

(2) If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(5) The ballot for the election of office-bearers and other Council members shall be conducted at the Annual General Meeting in such manner as the Chairman may direct.

VACANCIES

21. The office of any member of the Council shall become vacant if the member:

- (1) dies;
- (2) becomes bankrupt;
- (3) becomes of unsound mind;
- (4) resigns his office by writing under his hand addressed to the Secretary;
- (5) fails without leave granted by the Council, to attend three consecutive meetings of the Council;
- (6) ceases to be a member of the Society; or
- (7) fails to pay all arrears of subscription due by him within fourteen days after he has received a notice in writing signed by the Secretary stating that he has ceased to be a financial member of the Society.

ANNUAL GENERAL MEETING

22. (1) The Society shall hold an annual general meeting.

(2) The annual general meeting shall be held in the month of September or on a date as the Council may determine as soon thereafter.

(3) The annual general meeting shall be specified as such in the notice convening it.

(4) The business of the annual general meeting shall be:

- (a) to confirm, if not previously confirmed, the minutes of the last preceding annual general meeting and the minutes of any special general meeting held since that annual general meeting but not previously confirmed;

- (b) to receive from the Council, the auditor, and officers of the Society reports upon the transactions of the Society during the year ended on the thirtieth day of June preceding;
- (c) to elect the Council of the Society;
- (d) to appoint an auditor and determine his remuneration; and
- (e) to consider any special business of which twenty one days notice has been given to the Secretary.

(5) The nature of any special business of which notice has been given shall be specified in the notice convening the meeting.

(6) At annual general meetings a quorum shall consist of twenty financial members present.

(7) All meetings other than the annual general meeting shall be called general meetings.

(8) At least fourteen (14) clear days notice shall be given of the date for holding the annual general meeting.

Such notice may be given in the Canberra & District Historical Society Newsletter or by means of a separate notice addressed to members provided that in either case such notice addressed to the last known address of a member shall be deemed to be sufficient notice. The notice of the annual general meeting shall specify the place, date and time of the meeting and the nature of the business to be transacted.

SPECIAL GENERAL MEETINGS

23. (1) The Council may whenever it thinks fit convene a special general meeting of the Society.

(2) Fourteen clear days notice in writing specifying the place, date and time, and the nature of the business to be transacted, shall be given of any special general meeting convened by the Council. Such notice may be given in the Canberra & District Historical Society Newsletter or by means of separate notice addressed to members provided that in either case such notice addressed to the last known address of a member shall be deemed to be sufficient notice.

(3) No business other than that specified in the notice of shall be transacted at a special the general meeting.

(4) Ten or more members may by written requisition require the Council to convene a special general meeting.

(5) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Society and may consist of several documents in the like form, each signed by one or more of the requisitionists.

(6) If the Council does not cause a special general meeting to be held within twenty-eight days from the date on which a requisition is deposited at the office of the Society, the requisitionists or anyone or more of them may convene the meeting provided that any meeting so convened shall not be held later than 90 days from the date of the deposit of the requisition.

(7) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which special meetings are convened by the Council, and all reasonable expenses incurred in convening the meeting shall be refunded by the Society to the persons incurring them.

(8) All business that is transacted at special general meetings shall be deemed to be special business.

(9) At special general meetings a quorum shall consist of twenty financial members.

PROCEDURES AT ANNUAL OR SPECIAL GENERAL MEETINGS

24. (1) No item of business shall be transacted at an annual general meeting or at a special general meeting unless a quorum of members is present when the considering that item.

(2) If within one hour after the time appointed for the commencement of an annual general meeting, or of a special general meeting convened by the Council pursuant to Rule 23, a quorum is not present the meeting shall stand adjourned to a time and place of which written notice of at least fourteen clear days shall be given to members, provided that:

(a) no such meeting shall be adjourned for a period exceeding twenty-eight days; and

(b) if a quorum is not present within one hour after the time appointed for the resumption of the adjourned meeting the meeting shall be dissolved.

(3) The Chairman of an annual or a special general meeting at which a quorum is present may with the consent of the meeting adjourn the meeting for not more than twenty-eight days to a time and place of which members shall be given not less than fourteen clear days notice.

(4) No business should be transacted at an adjourned meeting at which the adjournment took place.

(5) Any question arising at annual or special general meetings of the Society shall be determined on a show of hands, unless before on the declaration of the result of the show of hands a poll is demanded. A declaration by the Chairman that a resolution has been carried or lost and an entry to that effect in the minute book of the Society

shall be evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

(6) Upon any question arising at an annual or a special general meeting of the Society member shall have one vote only.

(7) In the case of an equality of voting on a question the question shall be resolved in the negative.

(8) If at an annual or a special general meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

FINANCIAL

25. (1) The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects and purposes of the Society and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Society.

(2) The Society shall not:

- (a) appoint any Councillor to any office in the gift of the Society to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
- (b) pay to any Councillor any remuneration or other benefit in money or money's worth other than the repayment of out-of-pocket expenses.

(3) Nothing in the foregoing provisions of this Rule shall prevent the payment to servant or member in good faith to a of the Society of:

- (a) remuneration in return for services actually rendered to the Society by the servant or member or for goods supplied to the Society by the servant or member in the ordinary course of business;
- (b) interest at a rate not exceeding that current on moneys lent to the Society by the servant or member; or
- (c) a reasonable and proper sum by way of rent for premises let to the Society by the servant or member.

26. The Treasurer of the Society shall:

- (1) (a) cause to be kept such accounting records as correctly record and explain the transactions of the Society and its financial position;
- (b) ensure that the accounting records are kept in accordance with sound accounting practice in such form and manner as will enable the preparation from time to time of true and fair accounts of the Society, and as will enable its accounts to be conveniently and properly audited; and

(2) cause the accounting records to be kept at the office of the Society or such other place as may be approved by Council, and shall make these available on demand to the Auditor and, subject to reasonable restrictions as to time and manner of inspection, to members of the Society.

27. (1) The Council shall cause to be opened with such bank or banks as it may select one or more banking accounts as it considers necessary into which all monies received shall be paid as directed by Council.

(2) No payment shall be made from the funds of the Society otherwise than by cheque drawn on the appropriate bank account maintained by the Society, except that Council may approve the establishment and maintenance, and prescribe the conditions of operation, of an imprest account to meet minor expenditure.

(3) All cheques, drafts, bills of exchange, promisory notes and other negotiable instruments shall be signed by any two persons drawn from a list of approved signatories authorised by Council. Council may prescribe limitations as to amount and nature of expenditure for which cheques may be signed under this sub-rule.

28. The financial year shall commence on the first day of July in each year and end on the thirtieth day of June next following.

29. The Council may establish funds for special purposes to promote the objects of the Society in such special accounts as may appear convenient to it. An audited statement in respect of each such account shall be submitted to the annual general meeting.

AUDIT AND BALANCE-SHEET

30. (1) (a) The person appointed as auditor of the Society shall not be a member of the Society.

(b) A person appointed as auditor shall hold office until the conclusion of the annual general meeting next after that at which he is appointed and shall be eligible for re-appointment.

(c) If an appointment is not made at an annual general meeting the Council shall appoint a person who is not a member of the Society as auditor.

(d) If a casual vacancy occurs in the office of auditor during his term of office the Council shall appoint a person as the auditor and the person so appointed shall hold office until the conclusion of the next succeeding annual general meeting.

(2) (a) At least once in each financial year the Council shall:

(i) cause the financial affairs of the Society to be audited; and

(ii) prepare, or cause to be prepared, a balance sheet setting out the assets and liabilities of the Society and a statement of income and expenditure for the preceding financial year.

(b) The auditor shall certify as to the correctness of the accounts of the Society and shall report thereon to the members present at the annual general meeting.

(c) In his report, and in certifying to the accounts, the auditor shall state:

(i) whether he has obtained the information required by him;

(ii) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Society according to the information at his disposal and the explanations given to him and as shown by the books of the Society; and

(iii) whether the rules relating to the administration of the funds of the Society have been observed.

(3) The Public Officer of the Society shall, within one month after the preparation of the balance-sheet of the Society pursuant to the requirements of the Ordinance, file with the Registrar a copy of that balance-sheet certified to be correct by the auditor.

EXPULSION OF MEMBERS

31. (1) Subject to this rule, the Council may expel a member from the Society if, in the opinion of the Council the member has been guilty of conduct detrimental to the interests of the Society.

(2) The expulsion of the member pursuant to sub-rule (1) of this rule does not take effect:

(a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or

(b) if the member exercises his right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal.

(3) Where the Council expels a member from the Society, the Secretary of the Society shall, without delay, cause to be served on the member a notice in writing and sent by registered post to the address of the member appearing in the Society's records:

(a) stating that the Council has expelled the member;

(b) specifying the grounds for the expulsion; and

(c) fourteen days after the service of the notice on him, appeal against the expulsion as provided in this rule.

(4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Secretary of the Society, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal.

(5) Upon receipt of a requisition under sub-rule (4) of this rule, the Secretary shall forthwith notify the Council of its receipt and the Council shall thereupon cause a

special general meeting of members to be held within twenty-eight days after the date on which the requisition is received by the Secretary.

- (6) At a special general meeting convened for the purpose of this rule:
- (a) no business other than the question of the expulsion shall be transacted;
 - (b) the Council shall place before the meeting details of the grounds for the expulsion;
 - (c) the member shall be given the opportunity to be heard and call evidence and may be represented by Counsel; and
 - (d) the members present shall vote by secret ballot on the question whether the expulsion should be revoked or confirmed.

(7) If at the special general meeting a majority of the members present vote in favour of the revoking, the expulsion shall thereupon be deemed to have been revoked and the member entitled his membership of the Society to continue.

(8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion shall take effect immediately and the member shall forthwith cease to be a member of the Society.

AMENDMENTS TO THESE RULES

32. (1) This Constitution and Rules may be amended by resolution passed by a two-thirds majority of financial members present and voting at a special general meeting or at an annual general meeting of the Society provided that fourteen days notice has been given in the notice convening such meeting, and that the amendment or amendments in the form proposed are available to members during the period of the notice.

(2) For the purposes of the Rules an amendment shall be deemed to include -repeal.

GENERAL ADMINISTRATIVE ARRANGEMENTS

33. (1) The Council shall cause a register of the names and addresses of all members of the Society to be maintained. The register shall include the date of admission to membership of each member and be maintained in such a manner as to disclose the date to which a member is financial.

- (2)
- (a) The Council shall cause proper minutes to be kept of annual and special general meetings of the Society.
 - (b) The minutes of an annual general meeting shall be confirmed at the next annual general meeting.
 - (c) The minutes of a special general meeting shall be confirmed at whichever occurs first of the next annual general meeting or the next special general meeting.

(3) The Council shall cause proper minutes to be kept of each meeting of the Council which shall be confirmed at the next succeeding meeting of the Council.

(4) The Secretary shall keep such records as the Council from time to time may by resolution require.

(5) Correspondence shall be conducted or prepared by the Secretary or such other person or persons who may be authorised by the Council for these purposes. All correspondence shall be conducted or prepared within any guidelines determined by the Council and having regard for decisions of the Council on particular matters.

(6) All records of the Society shall be kept at the Society' office or such other places as the Council may from time to time direct.

(7) Subject to the prior consent of the members concerned the Council may appoint members of the Society as officers for such special purposes as it considers fit in furtherance of the objects of the Society.

PUBLICATIONS

34. (1) The Society shall publish:

- (a) a periodical to be known as Canberra Historical Journal;
- (b) a periodical to be known as Canberra & District Historical Society Newsletter;
- (c) the frequency with which these periodicals appear and the form in which they appear shall be determined by the Council.

(2) One copy of each of the periodicals described in Sub rule (1) of this rule shall be delivered by post or by other means to each member of the Society except in the case of joint members who shall receive one copy joint membership.

(3) Pursuant to sub-paragraph (f) of Rule 5 of these rules the Society may publish, in addition to the periodicals described in sub-rule (1) of this rule, other periodicals, books, leaflets, documents, journals or literary productions for sale at prices determined by the Council.

35. Every paper (and any illustration therewith), article and address to the Society or the like or the written form thereof or any part thereof (hereinafter called 'the paper') delivered to or communicated to the Society or any officer or member or members thereof on behalf of the Society (or in his or their capacity as an officer, member or members of the Society) shall, subject to any copyright vested by law in the author or maker of such paper, become the property of the Society and any officer of the Society for the time being possessed of any such paper shall be deemed to hold the same in trust for the Society and shall, upon request from the public officer, deliver such paper to the appropriate officer of the Society as requested. The Society shall not be responsible for the safe-keeping of any such paper nor responsible for nor deemed to concur in any opinion or statement contained therein

and any such paper may not be copied or reproduced in whole or in part without the approval of the Society and the author of such paper.

WINDING UP

36. Subject to the Rules, the Society may be wound up by a resolution of not less than two-thirds of the members present and voting at a special general meeting of the Society convened to consider the proposed winding up of the Society and, subject to the Association. Incorporation Ordinance 1953, the procedure to be followed on such winding up and in particular the disposition of the records, archives and library holdings. Nothing in these rules shall prevent the Society from being wound up in the manner prescribed in the Ordinance or in any relevant legislation for the time being in force.

SEAL

37. (1) The seal of the Society shall be in the form of a rubber stamp, inscribed with the name of the Society encircling the word 'Seal'.
- (2) The seal of the Society shall not be affixed to any instrument except by the authority of the Council and the affixing thereof shall be attested by the signatures of two members of the Council and that attestation is sufficient for all purposes that the seal was affixed by authority of the Council.
