



# Constitution of the St George Historical Society Inc.

Australian Business Number (ABN) 13 303 397 074

Revised March 2025

## Part 1 Preliminary

### 1 Definitions

- (1) In this constitution:

**association** means the St George Historical Society Inc.

**committee member** means an office-bearer or ordinary committee member.

**days** refers to calendar days.

**exercise** a function includes perform a duty.

**function** includes a power, authority or duty.

**office-bearer** means a committee member who is elected to an office referred to in clause 15(1)(a)(i) - (iv).

**ordinary committee member** means a committee member who is not an office-bearer.

**public officer** means the person defined in addendum B.

**register of members** means the register of members maintained under clause 5.

**secretary**, of the association, means:

- (a) the person holding office under this constitution as secretary, or
- (b) if no person holds that office -the public officer of the association.

**special general meeting**, of the association, means a general meeting of the association other than an annual general meeting.

**subcommittee** means a subcommittee established under clause 23.

**the Act** means the *Associations Incorporation Act 2009*.

**the Regulation** means the *Associations Incorporation Regulation 2022*.

- (2) The *Interpretation Act 1987* applies to this constitution as if it were an instrument made under the Act.

## Part 2 Charitable Purposes

### 2 Object

- (1) The object of the association is to pursue the following charitable purposes:
- (a) Encourage the study of history particularly that relating to the St George District of New South Wales, Australia.
  - (b) Promote the compilation of authentic historical records.
  - (c) Undertake the collection of books, records, manuscripts and relics considered to have a bearing on the history of the St George District of New South Wales, Australia.
  - (d) Use its influence to secure the preservation of places of local historical interest.
  - (e) Assist Bayside Council (local government area of New South Wales,

Australia) with the management, care and interpretation of Lydham Hall Historic House Museum at 18 Lydham Avenue, Rockdale NSW 2216.

- (f) Foster the interchange of information among members of the association by lectures, readings, discussions and exhibitions of historical interest or value.
- (g) Print, publish and circulate such journals, periodicals, books and other literary publications, multimedia, and undertakings as may seem conducive to any of the objects of the association.
- (h) To acquire (by purchase, donation or otherwise) and preserve manuscripts, newspapers, photographs, furniture, costumes, artefacts and all such objects and materials as may have bearing on local area history.
- (i) Establish branches wherever and whenever considered advisable.
- (j) Affiliate or co-operate with other societies and institutions having objects similar to those of the association.
- (k) Conduct excursions to places of historical interest and promote other social functions.
- (l) Carry out such activities as the association may from time to time determine.

## **Part 3 Members of association**

### **3 Membership generally**

- (1) The membership of the association shall consist of:
  - (a) individual members;
  - (b) student members (a person under the age of 25 years and enrolled on a full time basis at a school or university or other institution of tertiary instruction);
  - (c) household members (up to 4 persons residing at the same address);
  - (d) corporate members (unincorporated or incorporated businesses registered in Australia); and
  - (e) life members (selected by the office bearers).
- (2) A person (individual, student or life member, or representing a household or corporate) is taken to be a member of the association if the application to be a member under clause 4(1) has been approved.

### **4 Membership applications**

- (1) An application by a person to be a member of the association must be:
  - (a) made in writing, email or other electronic means, and
  - (b) in the form determined by the committee, and
  - (c) lodged with the annual subscription fee, and
  - (d) lodged to the treasurer.
- (2) The treasurer must refer an application to the office bearers as soon as practicable after receiving the application.
- (3) The office bearers must accept or reject the application.

- (4) As soon as practicable after the office bearers have decided the application, the treasurer must:
  - (a) give the applicant written notice of the decision, including by email or other electronic means if determined by the office bearers, and
  - (b) if the application is rejected -refund the annual subscription fee, and
  - (c) if the application is accepted -enter the applicant's name in the register of members as soon as practicable.
- (5) The office bearers are not required to supply reasons for accepting or rejecting an application for membership.
- (6) The applicant becomes a member once the applicant's name is entered in the register.

## **5 Register of members**

- (1) The treasurer must establish and maintain a register of members of the association.
- (2) The register:
  - (a) may be in written or electronic form, and
  - (b) must include, for each member:
    - (i) the member's full name, and
    - (ii) a residential, postal or email address, and
    - (iii) the date on which the person became a member, and
    - (iv) if the person ceases to be a member - the date on which the person ceased to be a member, and
  - (c) must be kept in New South Wales:
    - (i) at the association's main premises, or
    - (ii) if the association has no premises - at the association's official address, and
  - (d) if kept in electronic form -must be able to be converted to hard copy.
- (3) If the register is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the register is a reference to a current hard copy of the register.
- (4) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
  - (a) the information is used to send the member:
    - (i) a newsletter, or
    - (ii) a notice for a meeting or other event relating to the association, or
    - (iii) other material relating to the association, or
  - (b) it is necessary to comply with a requirement of the Act or the Regulation.

## **6 Annual subscription fee**

- (1) A member must pay to the association an annual subscription fee of an amount determined by the committee:

- (a) before the first day of the financial year of the association in each calendar year, or
- (b) if a person's application as a new member is approved between 1 April and 30 June, the next due date will be the first day of the financial year of the next calendar year, or
- (c) for corporate members, before the annual anniversary date of the membership approval date.

## **7 Members' liabilities**

The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 6:

- (a) the debts and liabilities of the association,
- (b) the costs, charges and expenses of the winding up of the association.

## **8 Disciplinary action against members**

- (1) A person may make a complaint to the committee that a member of the association has:
  - (a) failed to comply with a provision of this constitution, or
  - (b) willfully acted in a way prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
- (3) If the committee decides to deal with the complaint, the committee must:
  - (a) serve notice of the complaint on the member, and
  - (b) give the member at least 14 days from the day the notice is served on the member within which to make submissions to the committee about the complaint, and
  - (c) consider any submissions made by the member.
- (4) The committee may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:
  - (a) the facts alleged in the complaint have been proved, and
  - (b) the expulsion or suspension is warranted.
- (5) If the committee expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:
  - (a) the action taken, and
  - (b) the member's right of appeal under clause 9.
- (6) The expulsion or suspension does not take effect until the later of the following:
  - (a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
  - (b) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 9.

## **9 Right of appeal against disciplinary action**

- (1) A member may appeal against a resolution of the committee under clause 8 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.
- (2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) The secretary must notify the committee that the secretary has received a notice of appeal.
- (4) If notified that a notice has been received, the committee must call a general meeting of the association to be held within 28 days of the day the notice was received.
- (5) At the general meeting:
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the member must be given an opportunity to state the member's case orally or in writing, or both, and
  - (c) the committee must be given the opportunity to state the committee's case orally or in writing, or both, and
  - (d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (6) The appeal is to be determined by a simple majority of votes cast by the members.

## **10 Resolution of internal disputes**

- (1) The following disputes may be referred to a Community Justice Centre within the meaning of the Community Justice Centres Act 1983 for mediation:
  - (a) a dispute between 2 or more members of the association, but only if the dispute is between the members in their capacity as members, or
  - (b) a dispute between 1 or more members and the association.
- (2) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.
- (3) The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.

## **11 Membership entitlements not transferable**

A right, privilege or obligation that a person has because the person is a member of the association:

- (a) cannot be transferred to another person, and
- (b) terminates once the person ceases to be a member of the association.

## **12 Member resignation**

- (1) A member of the association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the committee, of the member's intention to resign.

- (2) The member ceases to be a member on the expiration of the notice period.

### **13 Cessation of membership**

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns from being a member, or
- (c) is expelled from the association, or
- (d) fails to pay the annual subscription fee payable under clause 6(2) within 3 months of the due date.

## **Part 4 Committee**

### **Division 1 Constitution**

#### **14 Functions of committee**

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

#### **15 Composition of committee**

- (1) The committee must have not more than 10 members, as elected in accordance with clause 16, consisting of:
  - (a) the following office-bearers:
    - (i) the president,
    - (ii) the vice-president,
    - (iii) the secretary,
    - (iv) the treasurer, and
  - (b) not more than 6 ordinary committee members.
- (2) An office-bearer may hold up to 2 offices, other than both the offices of president and vice-president.
- (3) The committee may co-opt association members as additional ordinary committee members.

#### **16 Election of committee members**

- (1) Any member of the association may be nominated as a candidate for election as an office-bearer or ordinary committee member.
- (2) The nomination must be:
  - (a) made in writing or lodged by email or other electronic means, and
  - (b) given to the secretary before the commencement of the annual general meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies:

- (a) the candidates nominated are taken to be elected, and
  - (b) a call for further nominations must be made at the meeting.
- (4) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- (5) Vacancies that remain after a call for further nominations are taken to be casual vacancies.
- (6) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- (7) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the committee.

## **17 Terms of office**

- (1) Subject to this constitution, a committee member holds office from the day the member is elected until immediately before the next annual general meeting.
- (2) A member is eligible, if otherwise qualified, for re-election.
- (3) There is no limit on the number of consecutive terms for which a committee member may hold office.

## **18 Vacancies in office**

- (1) A casual vacancy in the office of a committee member arises if the member:
  - (a) dies, or
  - (b) ceases to be a member of the association, or
  - (c) resigns from office by written notice given to the secretary, or
  - (d) is removed from office by the association under this clause, or
  - (e) is absent from 3 consecutive meetings of the committee without the consent of the committee, or
  - (f) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (g) is prohibited from being a director of a company under the *Corporations Act 2001* of the Commonwealth, Part 2D.6, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
  - (i) becomes a mentally incapacitated person.
- (2) The association in general meeting may, by resolution:
  - (a) remove a committee member from office at any time, and
  - (b) appoint another member of the association to hold office for the balance of the committee member's term of office.
- (3) A committee member to whom a proposed resolution referred to in subclause (2) relates may:
  - (a) give a written statement, of a reasonable length, to the president or secretary, and



- (b) request that the committee send a copy of the statement to each member of the association at least 7 days before the general meeting at which the proposed resolution will be considered.
- (4) If the committee fails to send a copy of a statement received under subclause (3)(a) to each member in accordance with a request made under subclause (3)(b), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.
- (5) The committee may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.
- (6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

## **19 President**

- (1) The president is the administrative head of the association and shall direct its affairs subject to the control of the committee. The president is a member ex-officio of all sub-committees. The president shall chair all meetings of the association or if absent, the vice-president.

## **20 Vice-president**

- (1) The vice-president shall act as a consultant to the president and shall take the place of the president during the president's absence.

## **21 Secretary**

- (1) As soon as practicable after being elected as secretary, the secretary must lodge a notice with the association specifying the secretary's address.
- (2) The secretary must keep minutes of:
  - (a) all elections of committee members, and
  - (b) the names of committee members present at a meeting of the committee or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (3) The minutes must be:
  - (a) kept in written or electronic form, and
  - (b) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
    - (i) the member who presided at the meeting, or
    - (ii) the member presiding at the subsequent meeting.

## **22 Treasurer**

Except as provided by Addendum A, the treasurer of the association must ensure —

- (a) all money owed to the association is collected, and
- (b) all payments authorised by the association are made, and
- (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities.

## **23 Delegation to subcommittees**

- (1) The committee may:
  - (a) establish 1 or more subcommittees to assist the committee to exercise the committee's functions, and
  - (b) appoint 1 or more members of the association to be the members of the subcommittee.
- (2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:
  - (a) this power of delegation, or
  - (b) a duty imposed on the committee by the Act or another law.

## **Division 2 Procedure**

### **24 Committee meetings**

- (1) The committee must meet at least 3 times in each 12-month period at the place and time determined by the committee.
- (2) Additional meetings of the committee may be called by any committee member.
- (3) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

### **25 Notice of committee meeting**

- (1) The secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (2) The notice must describe the general nature of the business to be transacted at the meeting.
- (3) The only business that may be transacted at the meeting is:
  - (a) the business described in the notice, and
  - (b) business that the committee members present at the meeting unanimously agree is urgent business.

### **26 Quorum**

- (1) The quorum for a meeting of the committee is 5 committee members.
- (2) No business may be transacted by the committee unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
  - (a) to the same place, and
  - (b) to the same time of the same day in the following week.
- (4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (5) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members

may appoint 1 or more members of the association as committee members to enable the quorum to be constituted.

- (6) A committee member appointed under subclause (5) holds office, subject to this constitution, until the next annual general meeting.
- (7) This clause does not apply to the filling of a casual vacancy to which clause 18 applies.

## **27 Presiding committee member**

- (1) The following committee member presides at a meeting of the committee:
  - (a) the president,
  - (b) if the president is absent - the vice-president,
  - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
  - (a) a deliberative vote (i.e. the same single vote as other members), and
  - (b) in the event of an equality of votes - a second or casting vote.

## **28 Voting**

A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

## **29 Acts valid despite vacancies or defects**

- (1) Subject to clause 26(1), the committee may act despite there being a casual vacancy in the office of a committee member.
- (2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

## **30 Transaction of business outside meetings or by telephone or other means**

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (3) The committee may transact its business at a meeting at which 1 or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
  - (a) the approval of a resolution under subclause (2), or
  - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes

of the meetings of the committee.

## **Part 5 General meetings of association**

### **31 Annual general meetings**

- (1) The association must hold annual general meetings within:
  - (a) 6 months after the last day of the association's financial year, or
  - (b) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- (2) Subject to the Act and subclauses (1) and (2), the annual general meeting is to be held at the place and time determined by the committee.
- (3) The business that may be transacted at an annual general meeting includes the following:
  - (a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
  - (b) receiving reports from the committee on the association's activities during the previous financial year,
  - (c) electing office-bearers, ordinary committee members, and the public officer,
  - (d) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.

### **32 Special general meetings**

- (1) The committee may call a special general meeting whenever the committee thinks fit.
- (2) The committee must call a special general meeting if the committee receives a request made by at least 12 members.
- (3) The request:
  - (a) must be in writing, and
  - (b) must state the purpose of the meeting, and
  - (c) must be signed by the members making the request, and
  - (d) may consist of more than 1 document in a similar form signed by 1 or more members, and
  - (e) must be lodged with the secretary, and
  - (f) may be in electronic form and signed and lodged by electronic means.
- (4) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- (5) A special general meeting held under subclause (4) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

### **33 General meetings**

- (1) The committee may call a general meeting whenever the committee thinks fit.
- (2) Non-members can attend general meetings as visitors:
  - (a) if invited by the secretary or the member presiding at the meeting, or
  - (b) if a request in written or electronic form is submitted:
    - (i) at least 14 days before the meeting, and
    - (ii) approved by the office bearers, or
  - (c) in lieu of attendance, non-members may submit in written or electronic form a question or statement to be addressed during the general correspondence section of the meeting.

### **34 Notice of general meeting**

- (1) The secretary must give each member notice of a general meeting:
  - (a) if a matter to be determined at the meeting requires a special resolution - at least 14 days before the meeting, or
  - (b) for an annual general meeting - at least 14 days before the meeting.
- (2) The notice must specify:
  - (a) the place and time at which the meeting will be held, and
  - (b) the nature of the business to be transacted at the meeting, and
  - (c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
  - (d) for an annual general meeting - that the meeting to be held is an annual general meeting.
- (3) The only business that may be transacted at the meeting is:
  - (a) the business specified in the notice, and
  - (b) for an annual general meeting - business referred to in clause 29(4).
- (4) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.
- (5) If the secretary receives a notice under subclause (4), the secretary must specify the nature of the business in the next notice calling a general meeting.

### **35 Quorum**

- (1) The quorum for a general meeting is 12 members of the association entitled to vote under this constitution.
- (2) No business may be transacted at a general meeting unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
  - (a) if called on the request of members - is dissolved, or
  - (b) otherwise - is adjourned according to clause 36.
- (4) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least 7 members present, the members present constitute a quorum.

### **36 Adjourned meetings**

- (1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- (2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 1 day before the adjourned meeting, of:
  - (a) the time and place at which the adjourned meeting will be held, and
  - (b) the nature of the business to be transacted at the adjourned meeting.

### **37 Presiding member**

- (1) The following member presides at a general meeting:
  - (a) the president,
  - (b) if the president is absent - the vice-president,
  - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
  - (a) a deliberative vote (i.e. the same single vote as other members), and
  - (b) in the event of an equality of votes - a second or casting vote.

### **38 Voting**

- (1) A member is not entitled to vote at a general meeting unless the member:
  - (a) is at least 18 years of age, and
  - (b) has paid all money owed by the member to the association.
- (2) Each member has 1 vote, except as provided by clause 37(2)(b).
- (3) A question raised at the meeting must be decided by:
  - (a) a show of hands, or
  - (b) if clause 37 applies - an appropriate method as determined by the committee, or
  - (c) a written ballot, but only if:
    - (i) the member presiding at the meeting moves that the question be decided by ballot, or
    - (ii) at least 7 members agree the question should be determined by ballot.
- (4) If a question is decided using a method referred to in subclause (3)(a) or (b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
  - (a) a declaration by the member presiding at the meeting,
  - (b) an entry in the association's minute book.
- (5) A written ballot must be conducted in accordance with the directions of the member presiding.
- (6) A member cannot cast a vote by proxy.

### **39 Postal, electronic or combined ballots**

- (1) The association may hold a postal, electronic or combined ballot, as determined by the committee, to decide any matter other than an appeal under clause 9.
- (2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

### **40 Transaction of business outside meetings or by telephone or other means**

- (1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
  - (a) the approval of a resolution under subclause (2), or
  - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the association.

## **Part 6 Administration**

### **41 Change of name, objects or constitution**

- (1) An application for registration of a change in the association's name, objects or constitution made under the Act, section 10 must be made by:
  - (a) the public officer, or
  - (b) a committee member.
- (2) A change in the association's constitution must be presented at an annual general meeting or special general meeting and be approved under clause 38.

### **42 By-laws**

- (1) The committee may, for the purposes of efficient and effective management of the association, make, repeal, and amend by-laws.
- (2) The following by-laws are referenced in this constitution:
  - (a) Addendum A: Lydham Hall Financial Activity.
  - (b) Addendum B: Public Officer.

### **43 Funds**

- (1) Subject to a resolution passed by the association, the association's funds

may be derived from the following sources only:

- (a) the annual subscription fees payable by members,
  - (b) donations,
  - (c) other sources as determined by the committee.
- (2) The association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- (3) As soon as practicable after receiving money, the association must deposit the money, without deduction, to the credit of one of the association's authorised institution accounts.
- (4) Except as provided by Addendum A, a member, not being an office bearer, shall carry out a review of the financial report of the association.

## **44 Insurance**

The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

## **45 Non-profit status**

Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

## **46 Service of notices**

- (1) For the purposes of this constitution, a notice may be given to or served on a person:
- (a) by delivering the notice to the person personally, or
  - (b) by sending the notice by pre-paid post to the address of the person, or
  - (c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
- (a) for a notice given or served personally - on the date on which the notice is received by the person, or
  - (b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
  - (c) for a notice sent by electronic transmission:
    - (i) on the date the notice was sent, or
    - (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date — on the later date.

## **47 Custody of records and books**

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the association's main premises, in the custody of either of the following persons, as determined by the committee:



- (i) the public officer,
- (ii) a member of the association, or
- (b) if the association has no premises - at the association's official address, in the custody of the public officer.

## 48 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
  - (a) this constitution,
  - (b) minutes of committee meetings and general meetings of the association,
  - (c) records, books and other documents relating to the association.
- (2) A member may inspect a document referred to in subclause (1):
  - (a) in hard copy, or
  - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- (4) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
  - (a) that relates to confidential, personal, commercial, employment or legal matters, or
  - (b) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

## 49 Financial year

The association's financial year is each period of 12 months after the expiration of the previous financial year, commencing on 1 July and ending on the following 30 June.

## 50 Distribution of property on winding up

- (1) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
  - (a) with similar objects, and
  - (b) which is not carried on for the profit or gain of the organisation's members.
- (2) If the association is endorsed as a deductible gift recipient (DGR) and the endorsement is revoked or the organisation is wound up, any surplus of deductible gifts shall be transferred to another organisation to which income tax deductible gifts can be made.
- (3) In this clause:

**surplus property** has the same meaning as in the Act, section 65.

## **Addendum A**

### **Lydham Hall Financial Activity**

- 1) This addendum is intended to be used in conjunction with, and is subservient to the current constitution of the St George Historical Society Inc.
- 2) Financial transactions are required to assist Bayside Council with the management, care, and interpretation of Lydham Hall Historic House Museum at 18 Lydham Avenue, Rockdale NSW 2216 (the charitable purpose noted in constitution clause 2(1)(e)).
- 3) These transactions for activity solely at Lydham Hall are not managed by the association treasurer.
- 4) These transactions for activity solely at Lydham Hall include:
  - a) income
    - i) admission fees
    - ii) group tour fees
    - iii) cafe items
    - iv) grants
  - b) expenditure
    - i) building maintenance
    - ii) marketing and advertising
    - iii) kitchen and cafe supplies
    - iv) cleaning supplies

## Addendum B

### Public Officer

- 1) This addendum is intended to be used in conjunction with, and is subservient to the current constitution of the St George Historical Society Inc.
- 2) The following clauses reference the clauses in the Act, current version for 21 November 2024, and the NSW Government Fair Trading website (<https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/starting-an-association/public-officer>) as of 15 January 2024.
- 3) The public officer must be a person who is aged 18 years or more and is ordinarily resident in New South Wales.
- 4) The position of public officer may, but need not be, held by a committee member.
- 5) The public officer is both the official point of contact for the association and one of the authorised signatories. However, the public officer is not automatically a signatory to the association's bank account.
- 6) The association's public officer vacates office if the public officer:
  - a) dies,
  - b) resigns in writing addressed to the association's committee,
  - c) is removed from office by resolution of a general meeting of the association,
  - d) becomes bankrupt,
  - e) becomes a mentally incapacitated person,
  - f) ceases to be a resident of New South Wales,
  - g) meets any circumstances as provided for in the constitution of the association.
- 7) The committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.
- 8) The public officer is responsible for:
  - a) notifying Fair Trading of any change in the association's official address within 28 days
  - b) collecting all association documents from former committee members and delivering the documents to the new committee member
  - c) returning all association documents to a committee member within 14 days, upon vacating office
  - d) acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
  - e) custody of any documents as required by the constitution.