



Cairns & District Family History Society Inc. By-Laws

1. Life Members – (see clause 5/3 of Constitution)
Any member can nominate another member for life membership
 1. Nomination to be in writing and seconded by another member
 2. Nomination to be submitted to the committee for approval
 3. Nomination to outline how the nominee has reached sufficient level of merit or achievement to justify nomination.

2. Register of Members – (see clause 13 (5) of Constitution)
This can only be disclosed to any member according to CDFHS Privacy Policy

3. Nominated Positions on Management Committee are:-
President
Vice-President
Secretary
Treasurer

4. Resolutions of Management Committee without Meeting – (see clause 23 of Constitution)
The written resolutions so passed must be ratified at the next Management Committee Meeting

5. Special resolutions – (see clause 38 (1) of Constitution)
A 'special resolution' is a resolution that is passed at a general meeting (including the AGM) of an incorporated association by the votes of 75 per cent of the members who are present and entitled to vote.
Matters that must be decided by special resolution are:
 - a change of name for the incorporated association
 - a change to the incorporated association's rules
 - the decision to wind up the incorporated association.Postal voting is not allowed for special resolutions

6. Funds and Accounts – see clause 45 (4) of Constitution
Notwithstanding the Constitution payments of \$20 or more must be made by cheque

7. Sub-Committees
 - Sub-committees shall operate within the framework of the Constitution and any other rules as determined from time to time by the Association.
 - All Sub-committees shall abide by the terms of reference specified by the Management Committee.
 - All Sub-committees shall be responsible to the Management Committee.

- All Sub-committees shall include at least one member of the Management Committee
- Sub-committees shall submit all proposals and /or recommendations to the Management Committee for approval.
- Any Sub-committees that are established shall report regularly to the Management Committee meetings of the Association and shall follow any directions received from the Management Committee.
- Any Sub-committees that are established shall ensure their latest Minutes are made available prior to the next Management Committee meeting, for ratification by the Management Committee.
- The Management Committee may dissolve a Sub-committee at any time.