

Constitution

Australasian Telephone Collectors Society – Queensland Branch Inc.

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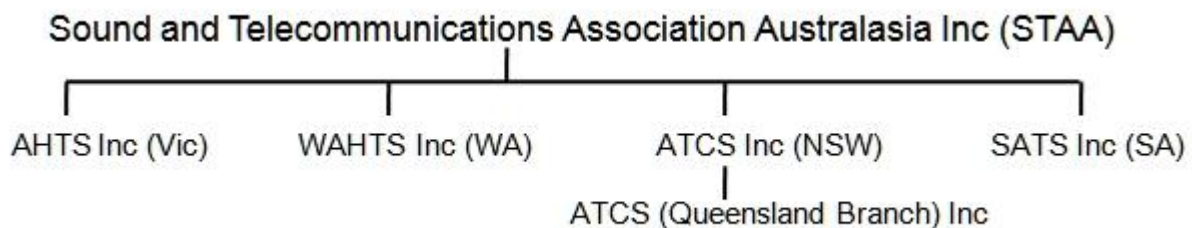
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1. Name

The name of the incorporated association is “Australasian Telephone Collectors Society – Queensland Branch Inc.” herein after called “the Society”. This Society is part of a larger group of Australian telephone collectors, and is a branch of the Australasian Telephone Collectors Society Inc.

a) General (Organisational Chart)

Australasian Telephone Collectors Society – Queensland Branch Inc. is a branch of the Australasian Telephone Collectors Society Inc. (NSW). They are part of a wider group under the STAA umbrella. A more detailed description of the Sound and Telecommunications Association Australasia Inc (STAA) is described in Rule 20.



b) Interpretation

(i) In these rules –

Act means the *Associations Incorporation Act 1981*

(ii) A word or expression that is not defined in these rules, but is defined in the Act, has, if the context permits, the meaning given by the Act.

2. Objects

- a) To stimulate the interest of the Society members in the study and collection of telephones, communication equipment and sound equipment of all types and ages and to promote shows and exhibitions of such equipment.
- b) To promote or assist in the promotion by others of any magazine or publication devoted to any aspects of the telephone or of telephone or communication equipment collecting and of sound and sound equipment collecting.
- c) To co-operate with any similar Society or Club.

3. Membership

Membership shall be open to all persons whose interests lie within the aims and activities of the Society.

4. Rights of Membership

- a) A member shall be entitled to attend and to speak at all meetings of the Society.
- b) A member who is legally entitled (in accordance with the Act), is able to nominate for election to an executive or management committee position.
- c) An ordinary member whose subscription is not in arrears, or a Life Member, shall be entitled to vote at meetings of the Society. A member may vote by a written and personally signed proxy lodged with the Secretary before commencement of the meeting concerned.

- d) Members who attend meetings may be asked to contribute a small amount towards the hire of the venue or a contribution to the operators of the venue as well as the provision of refreshments.
- e) Visitors who are members of any Association or Group affiliated with the STAA or any like-minded national or international Association or Group will be made welcome as guests and may participate as a general member but will not be allowed on committee or to take part in voting on society matters.
- f) Personal guests of members are welcome as guests and may participate but will not be allowed on the Committee or to take part in voting on Society matters.

5. Registration of Members

- a) Applicants for membership must apply in writing on a Society's membership application form (online or paper) and the application shall be lodged with the (NSW) Membership Secretary. The nomination shall then be referred to the Management Committee for approval or rejection. Upon approval the applicant shall be notified accordingly together with a request for payment of the prescribed annual subscription. Upon payment of the subscription the nominee's name is entered in the register of members and is then regarded as a member of the Society.
- b) Any applicant whose membership is rejected shall have right of appeal at the next General Meeting of the Society and a decision by majority of the members present and entitled to vote shall be final and binding in respect of the matter.
- c) Several classes of ordinary membership shall apply:
 - i) Queensland member with printed and posted newsletter as supplied by the STAA and newsletters available for download from the website.
 - ii) Queensland member with newsletters available for download as supplied by the STAA from the website.
- d) The category of Life Member may be awarded at the discretion of the NSW Committee for outstanding contribution to the Society and this category is subscription free. Nominations to be proposed and submitted to the NSW Committee in writing by a member or Branch.
- e) Ending Membership
 - i) A member may resign from the society by giving a written notice of resignation to the Secretary.
 - ii) The resignation takes effect at:
 - (1) The time the notice is received by the secretary; or
 - (2) If a later time is stated in the notice – the later time.

6. Subscriptions / Membership Fees

Each ordinary member shall pay an annual subscription, and this shall become due and payable on the due date. The amount to be paid shall be as determined by the NSW Committee from time to time and may include a joining fee and/or re-joining fee. Members who have not paid the annual subscription within two months of the due date shall not be entitled to attend further meetings or participate in any of the Society's activities until payment thereof. A new member joining during the year shall pay a proportional part of the annual subscription relative to the period of the year remaining.

7. Member Liability

The Liability of a member of the Society to contribute towards the payment of debts and liabilities of the Society or the cost, charges, and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of membership of the Society.

8. Disciplining of Members

- a) Where the Management Committee is of the opinion that a member has failed to comply with the constitution or has acted prejudicially to the interests of the Society, the Committee by resolution may decide to expel or temporarily suspend the member.
- b) The Committee may terminate a member's membership if the member:
 - i) is convicted of an indictable offence, or
 - ii) does not comply with any of the provisions of these rules, or
 - iii) has membership fees in arrears for at least 6 months, or
 - iv) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the society.
- c) Notice of the resolution must be immediately conveyed to the member and shall state the grounds of the resolution, advise date, time, and place of a further Committee meeting for the member to defend the charges. The member must be informed that he/she can either attend and speak at the meeting or make a written submission.
- d) The meeting shall, after due consideration of the oral or written submissions, determine whether to revoke or confirm its earlier resolution and advise the member accordingly.
- e) Any member whose membership is determined by this procedure shall have right of appeal at the next General Meeting of the Society and a two-thirds majority vote of the members present and entitled to vote shall be final and binding in respect of the matter.

9. Management Committee

- a) The Management Committee shall comprise a minimum of President, Secretary, Treasurer, Theme Organiser plus other positions such as STAA Delegate, as seen fit. These positions will also act as the Management Committee. They shall be elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) and shall retire at the next AGM but may offer themselves for re-election.
- b) The Committee shall perform all such tasks and all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Society other than those functions normally exercised by members at general meetings.
- c) Subject to these rules or a resolution of the members of the society carried at a general meeting, the Committee has the general control and management of the administration of the affairs, property, and funds of the society.
- d) The Committee has authority to interpret the meaning of these rules and any matter relating to the society on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
Note - The Act prevails if the society's rules are inconsistent with the Act—see section 1D of the Act.

- e) The Committee will meet as often as required, being at least once every 4 calendar months for the general control and management of the administration of the affairs, property, and funds of the Society. The format may be similar to that of a general meeting, and sufficient to effectively deal with the agenda and the running of the society. A quorum is to comprise at least 50% of the members elected to the Committee as at the close of the last general meeting of the members.
- f) The Committee must decide how a meeting is to be called and all members are to be notified of the agenda, date, time, and location.
- g) In the event of a casual vacancy occurring in the Committee for any reason during the year, the Committee is empowered to appoint an immediate replacement and this replacement shall be put to the members along with any other candidate who may care to offer, at an EGM suitably notified in accordance with this Constitution.
- h) If the casual vacancy occurs because of disciplinary reasons, then the Committee will follow the processes outlined in Rule 8 including right of appeal.

10. Duties of Office Bearers

a) President to:

- i) Preside over all meetings of the Society. In the event of his/her absence, the Secretary will act as Chairman, and conduct the meeting.
- ii) Be the spokesman for the Society as and when required.
- iii) Conduct the General meetings in accordance with the procedures governing the rules of debate.

The order of business shall be:

- Attendance, Apologies and Guests
 - Read and confirm minutes of the previous meeting.
 - Business arising out of the minutes.
 - Correspondence in and out.
 - Treasurer's report.
 - Report from a STAA Delegate.
 - General business.
 - Date and venue of next meeting.
- iv) To ensure the accuracy of the minutes; the minutes of each meeting must be signed by the President or other chairperson of the meeting, or the chairperson of the next meeting, verifying their accuracy.
 - v) Prepare a report on the year's activities at the end of each year's term and present it at the AGM.

b) Secretary to:

- i) Take minutes of each General meeting and produce them at the next meeting as a proper record of all business transacted and have them duly confirmed.
- ii) Take minutes of each management committee meeting and email them within 3 days to all management committee members requesting their responses with verification of accuracy.
- iii) Deal with general correspondence which shall be under his/her control.

c) Treasurer to:

- i) Be responsible for the receiving and disbursing all Society monies, keeping the Society's financial institution accounts for which there shall be a minimum of three

nominated signatories to operate the account, any two to sign the application of funds in accordance with the direction of the Committee. One signatory is empowered to move funds within any financial institution.

- ii) Submit a Treasurer's report at each meeting and a full report at the AGM.
- iii) The records of the Society shall be subject to audit if thought necessary.

d) Other Positions:

Other positions as required to be allocated to Committee members or to ordinary Society members.

11. Meetings

- a) Annual General Meetings
 - The Annual General Meeting shall be held at a time determined by the Branch.
 - 14 days' notice shall be given to all members of the impending AGM stating time and place for the meeting and business to be transacted which shall include:
 - i) Presentation of the President's annual report and the financial statement for the year.
 - ii) Election of the Management Committee and the election of two (2) delegates to the STAA Committee to serve for the coming year. Refer Rule 9(c)
 - iii) Any other business of which 14 days notification shall have been given.
- b) The Committee will meet as often as required, being at least once every 4 calendar months
- c) General meetings shall be held at such frequency as may be decided by the Committee. The next General Meeting date will normally be advised at each General meeting. An email reminder and copy of previous meeting minutes will normally be sent in advance of each General Meeting by the Secretary.
- d) Extraordinary General Meetings may be convened when business of a special nature is to be considered.
 - i. Can be requested for consideration to the Committee with a signed request from a financial member.
 - ii. The requisition, or notice, or special resolution shall state concisely the nature of the business to be considered.
 - iii. 14 days notice is then to be given by the Committee, stating nature, time, date, and location.

12. Quorum and Adjournment of Meetings

- a) The following numbers or percentages of financial members shall constitute a quorum at meetings of the Society:
 - i) For all General Meetings (including Annual General, Extraordinary General) - the quorum will be at least the number of management committee members plus 1.
 - ii) Management Committee - at least 50% of Committee members present.
- b) If, within half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to a suitable time in the following week at a place to be determined and at the adjourned meeting those members present shall form a quorum.

13. Source of Funds

- a) The funds of the Society shall be derived from annual subscriptions of members, donations and such other activities as approved by the Committee, and which may be considered lawful.
- b) All monies received shall be duly receipted and deposited as soon as possible in the Society's financial institution accounts without any deductions.

14. Management of Funds and Property

- a) The funds and property of the Society shall be used in pursuance of the objectives of the Society in such lawful manner as the Committee determines.
- b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the authorised signatories referred to in Rule 10 titled "Treasurer".
- c) For the purposes of accounting, the financial year of the Society will start on the first day of July and end on the thirtieth day of June the following year.

15. Alterations to Constitution / Rules

- a) Subject to the Act, the Society constitution rules may be amended, repealed, or added to, by special resolution carried at an Extraordinary General Meeting of the Society.
14 days written notice of any proposed special resolution including detail of the proposal, and date, time, and place of the meeting, will be provided to all members entitled to vote.
A special resolution requires three quarters majority vote of entitled financial members present, and any proxies to carry the vote.
- b) Any approved change is subject to more requirements of the Act, and must be submitted to the chief executive accordingly, and is valid only if it is registered by the chief executive.

16. Common Seal

- a) If it is required by the Act, the Management Committee must ensure the society has a common seal.
- b) The common seal must be -
 - i) kept securely by the Committee; and
 - ii) used only under the authority of the Committee.
- c) Each instrument to which the seal is attached must be signed by a member of the Committee and countersigned by -
 - i) the secretary; or
 - ii) another member of the Committee; or
 - iii) someone authorised by the Committee.

17. Custody of Books and Documents

Except as otherwise provided by the Constitution, the Secretary shall keep in his/her custody or under his/her control all records, books and other documents relating to the Society.

18. Inspection of Books

If asked by a member of the society, the secretary must, within 28 days after the request is made -

- a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
- b) give the member copies of the minutes of the meeting.

The society may require the member to pay the reasonable costs of providing copies of the minutes.

19. Winding Up

In the event that the Society decides to wind up, any surplus property and/or money, whatsoever, shall not be paid to or distributed amongst the members of the Society. Property shall be offered firstly to our parent body ATCS NSW Inc., secondly to the national body STAA Inc., or transferred to some other organisation having similar objectives to the Society provided always that such other society shall prohibit the distribution of its assets and property amongst its members at least as great as is imposed on the Society or, failing that, to be donated to The National Museum of Australia or its successor, with the wish that they be used to enhance the Museum's telephone and sound collections.

20. S.T.A.A.

Since 2016 the Society has been affiliated with the Sound and Telecommunications Association Australasia Inc (STAA) who provide the following:

- Newsletter editing and printing.
- Insurance.
- Website facilities.

The **STAA** is currently made up of the following groups:

- The **Australasian Telephone Collectors Society Inc. (ATCS)** with branches in Sydney and Brisbane. "telephonecollecting.org".
- The **Australasian Telephone Collectors Society - Queensland Branch Inc. (ATCS Qld)** located in Qld
- The **Australasian Historic Telephone Society Inc. (AHTS)** which meets in Melbourne. "ahts.org.au".
- The **Western Australian Historic Telecommunications Society Inc. (WAHTS)** located in Perth. "ahtswa.weebly.com".
- The **South Australian Telephone Collectors Society Inc. (SATCS)** located in Adelaide. "www.adelaidecentral.info".

Each Branch or Group will nominate two (2) representatives from amongst the financial members, to serve on the STAA Committee which meets regularly by phone or video conference.