

RULES
OF
PROFESSIONAL HISTORIANS ASSOCIATION (QLD) INC

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RULES
OF
PROFESSIONAL HISTORIANS ASSOCIATION (QLD) INCORPORATED

NAME

1. The name of the incorporated association shall be **PROFESSIONAL HISTORIANS ASSOCIATION (QUEENSLAND) INCORPORATED**¹ (in these Rules called “the Association”)

OBJECTS

2. The objects for which the Association is established are:
 - (a) To promote the interests of historians who disseminate their work within the community;
 - (b) To promote professionalism and excellence in all forms of historical work;
 - (c) To increase public awareness of the role of historians;
 - (d) To establish, maintain and promote a code of practice;
 - (e) To provide accreditation of members;
 - (f) To provide advice in relation to matters of employment and remuneration;
 - (g) To disseminate relevant information;
 - (h) To encourage co-operation, support and interaction among members;
 - (i) To promote professional development;
 - (j) To maintain links with similar organisations;
 - (k) To do all such other things as are incidental or conducive to the attainment of the objects.

1 Title of association substituted pursuant to resolution passed 18 April 2000.

POWERS

3. The powers of the Association are:-

- (a) To subscribe to, become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 31(j);
- (b) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
- (c) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (d) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers and other persons as may be necessary or convenient for the purposes of the Association;
- (f) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated

association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;

- (g) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (h) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (i) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (j) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (k) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (l) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (l) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (m) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or

any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;

- (n) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (c);
- (o) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (p) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (q) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 31(j);
- (r) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- (s) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- (t) To make donations for patriotic, charitable or community purposes;
To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (u) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

PATRONS

4. (a) There may be not more than two Patrons.
- (b) At the annual general meeting of the Association, all Patrons for the time being shall retire from office but shall be eligible upon nomination for re-election.
- (c) A Patron may resign at any time by giving written notice of resignation to the secretary, or may be removed from office by resolution carried at any general meeting.
- (d) At any meeting at which it is proposed that a Patron be removed from office, the Patron shall be given the opportunity to present fully a case against such proposal either orally or in writing or partly by either of these means.
- (e) The Management Committee shall have authority to fill a vacancy in the office of Patrons until the next annual general meeting or general meeting convened for the purpose.
- (f) Every Patron shall be entitled to attend at any annual general meeting or other general meeting but shall not, as such Patron, be entitled to vote.

CLASSES OF MEMBERS

5. (a) The members of the association consist of those members who comply with the national criteria for members approved by the Australian Council of Professional Historians' Associations Inc (ACPHA Inc), contained in **Schedule B** to these rules.
- (b) The number of members is unlimited.

MEMBERSHIP

6. Every application for membership shall be made in writing and signed by the applicant and shall be in such form as the Management Committee from time to time prescribes.

MEMBERSHIP FEES

7. (a) Subject to sub-rule (c) hereof, the membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
- (b) Subject to sub-rule (c) hereof, the membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
- (c) Persons who have been admitted to the class of fellows shall be exempt from the payment of membership fees.

ADMISSION AND REJECTION OF MEMBERS

8. (a) Before the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Membership Sub-Committee, which shall thereupon make a recommendation to the Management Committee upon the admission or rejection of the applicant.
- (b) At the next meeting of the Management Committee after the receipt of the recommendation of the Membership Sub-Committee, such recommendation shall be considered by the Management Committee, which shall thereupon determine upon the admission or rejection of the applicant.
- (c) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (d) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- (e) The foregoing provisions of this Rule shall not apply to the class of fellows.

TERMINATION OF MEMBERSHIP

9. (a) A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (b) If a member -
- (i) fails to comply with any of the provisions of these Rules; or
 - (ii) has membership fees in arrears for a period of two months or more; or
 - (iii) acts unethically or unfairly; or
 - (iv) otherwise conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,
- the Membership Sub-Committee shall in the first instance consider and shall make a recommendation to the Management Committee as to the termination of his or her membership.
- (c) Upon receipt of the recommendation of the Membership Sub-Committee, the Management Committee shall consider whether such membership shall be terminated.
- (d) The member concerned shall be given a full and fair opportunity of presenting his or her case and if the Management Committee resolves to terminate his or her membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10. (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of intention to appeal against the decision of the Management Committee.

- (b) Upon receipt by the secretary of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his or her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (c) Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

REGISTER OF MEMBERS

- 11. (a) The Management Committee shall cause a Register to be kept in which shall be entered the name, residential address and class of membership of each person admitted to membership of the Association and the date of such admission.
- (b) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (c) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF MANAGEMENT COMMITTEE

- 12. (a) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be ordinary members of the Association, and such number of other members (which may include not more than one associate) as the members of the Association at any general meeting may from time to

time elect or appoint.

- (b) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election: provided that the President shall not be eligible for re-election beyond a third consecutive term.
 - (c) The election of officers and other members of the Management Committee shall take place in the following manner:-
 - (i) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - (ii) The nomination, which shall be in writing and signed by the member, proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place;
 - (iii) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each ordinary member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (iv) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
13. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his or her case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

14. (a) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (b) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

15. (a) Except as otherwise provided by these Rules and subject to resolutions of the ordinary members of the Association carried at any general meeting the Management Committee -
- (i) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - (ii) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (b) The Management Committee may exercise all the powers of the Association -
- (i) to borrow or raise or secure the payment of money in such manner as the ordinary members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both

present and future, and to purchase, redeem or pay off any such securities;

- (ii) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
- (iii) to invest in such manner as the ordinary members of the Association may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

- 16. (a) The Management Committee shall meet at least once every two calendar months to exercise its functions.
- (b) A special meeting of the Management Committee shall be convened
 - (i) at the direction of the Management Committee; or
 - (ii) by the secretary on the requisition in writing signed by not fewer than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

- (e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he or she is interested, or any matter arising thereout, and if he or she does so vote his or her vote shall not be counted.
 - (f) Not less than fourteen days' notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
 - (g) The President shall chair every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall chair the meeting or if the Vice-President is not present at the meeting then the members may choose one of their number to chair the meeting.
 - (h) If within thirty minutes from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 17.
- (a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
 - (b) A sub-committee may elect a person to chair its meetings. If no such person is so elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to chair the meeting.
 - (c) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the

case of an equality of votes, the question shall be deemed to be decided in the negative.

18. There shall be a Membership Sub-Committee consisting of three members of the Management Committee.
19. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
20. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

21. The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.
22. (a) The annual general meeting shall be held within six months of the close of the financial year.
(b) The business to be transacted at every annual general meeting shall be -
 - (i) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
 - (ii) the receiving of the auditor's report upon the books and accounts for the preceding financial year;

- (iii) the election of Patrons;
- (iv) the election of members of the Management Committee; and
- (v) the appointment of an auditor.

23. The secretary shall convene a special general meeting -

- (a) when directed to do so by the Management Committee; or
- (b) on the requisition in writing signed by not fewer than one-third of the members presently on the Management Committee or not fewer than the number of ordinary members of the Association which equals twice the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

24. (a) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

(b) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.

(c) If within thirty minutes from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

(d) The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to

place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

25. (a) The secretary shall convene all general meetings of the Association by giving not less than fourteen days' notice of any such meeting to the members of the Association.
- (b) The manner by which such notice shall be given shall be determined by the Management Committee: provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
26. Unless otherwise provided by these Rules, at every general meeting -
- (a) the President shall chair the meeting, or if there is no President, or if the President is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall chair the meeting or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to chair the meeting;
- (b) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;
- (c) every question, matter or resolution shall be decided by a majority of votes of the ordinary members present;
- (d) every ordinary member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: provided that no ordinary member shall be entitled to vote at any general meeting if his or her annual subscription is more than one month in arrears at the date of the meeting;
- (e) voting shall be by show of hands or a division of ordinary members, unless not less than one-fifth of the ordinary members present demand a ballot, in which event there shall be a

- secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as the Chair shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (f) an ordinary member may vote in person or by proxy or by attorney and on a show of hands every person present who is an ordinary member or a representative of an ordinary member shall have one vote and in a secret ballot every ordinary member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- (g) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his or her attorney duly authorised in writing. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- (h) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

PROFESSIONAL HISTORIANS ASSOCIATION (QLD) INC

I, _____ of _____, being a member of the abovenamed Association, hereby appoint _____ of _____, or failing that person, _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the _____ day of _____ 19____, and at any adjournment thereof.

Signed this _____ day of _____ 19____.

Signature:

This form is to be used *in favour of
*against
the resolution.

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit.);

- (i) the instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (j) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the person who chairs that meeting or the person who chairs the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the person who chairs that meeting or the person who chairs the next succeeding general meeting: provided that the minutes of any annual general meeting shall be signed by the person who chairs that meeting or the person who chairs the next succeeding general meeting or annual general meeting.

REGULATIONS

27. Regulations, not inconsistent with these rules, relating to the following matters, shall be approved, amended or repealed by a general meeting of ordinary members:-
- (a) Accreditation of members;
 - (b) Code of practice;
 - (c) Scale of professional fees.

BY-LAWS

28. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of ordinary members.

COMMON SEAL

29. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

ALTERATION OF RULES

30. Subject to the provisions of the *Associations Incorporation Act 1981*, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Queensland Emergency Services, Brisbane.

FUNDS AND ACCOUNTS

31. (a) The funds of the Association shall be deposited in the name of the Association in such bank or permanent building society as the Management Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (c) All moneys shall be deposited as soon as practicable after receipt thereof.
- (d) All amounts of \$100.00 or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.

- (e) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplements which may be open.
- (f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (g) All expenditure shall be approved or ratified at a Management Committee meeting.
- (h) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of –
 - (i) the income and expenditure for the financial year just ended; and
 - (ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (i) All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
- (j) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way or profit to or amongst the members of the Association: provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by such member to the Association or otherwise owing by the Association or to any member of the Association or other person in return for any services actually rendered to the Association: provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

DOCUMENTS

32. The Management Committee shall provide for the safe custody of books, documents, instruments

of title and securities of the Association.

FINANCIAL YEAR

33. The financial year of the Association shall close on 30 June in each year.

DISSOLUTION OF SURPLUS ASSETS

34. If the Association shall be wound up in accordance with the provisions of the *Associations Incorporation Act 1981*, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions in Australia having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 31(j), such institution or institutions to be determined by the members of the Association.

ACCREDITATION OF MEMBERS *

The Membership Sub-Committee shall take into consideration the following guidelines for the accreditation of persons as members of the Association.

SCHEDULE B:

NATIONAL STANDARD FOR THE ACCREDITATION OF PROFESSIONAL HISTORIANS IN AUSTRALIA

Under National Criteria endorsed by the Member Associations of the **Australian Council of Professional Historians' Associations (ACPHA)**, Australia-wide accreditation is available in the categories known as **Professional Historian, Professional Historian (Associate)** and **Graduate Historian**. The qualifications and experience required for admission to each of these categories are identified below. In applying for accreditation, each applicant must provide tangible evidence of both academic qualifications and experience in which the accepted scholarly conventions have been used to research, document, interpret and/or educate people about the past and/or other aspects relevant to the field of history.

A **Professional Historian** will:

adhere to the Objects of his/her Association

and

(i) hold a recognised Doctorate **in** the discipline of history;

or

(ii) hold a recognised Master's Degree **in** the discipline of history **and** have the equivalent of **one year's** full-time experience;

or

(iii) hold **either** a recognised Honours Degree **in** the discipline of history **or** a recognised Masters Qualification in the discipline of history **and**, in each case, have the equivalent of **two years'** full-time experience;

or

(iv) hold a recognised first degree with a major **in** the discipline of history, **and** have the equivalent of **four years'** full-time experience;

* Schedule B regulations adopted at a Special Meeting of ordinary members on 24 October 2000.

or

(v) have other recognised qualifications **and/or** experience which are acceptable to

the Executive of his/her Association. These qualifications and/or experience may include:

- a) a **graduate** diploma that is a first academic qualification **in** the discipline of history, **with** the equivalent of **four years'** full-time experience;
- or**
- b) a **graduate** diploma that is a second academic qualification **in** the discipline of history, **with** the equivalent of **three years'** full-time experience;
- or**
- c) a **post-graduate** diploma that is a first academic qualification in the discipline of history, **with** the equivalent of **three years'** full-time experience;
- or**
- d) a **post-graduate** diploma that is a second academic qualification **in** the discipline of history, **with** the equivalent of **two years'** full-time experience;
- or**
- e) an accreditation as an historian, certified by his/her Association, at the upper level accreditation and prior to the adoption of the national criteria, on the strength of experience equivalent to one of the combinations listed above.

A Professional Historian (Associate) will:

adhere to the Objects of his/her Association

and

hold a recognised tertiary qualification **in** the discipline of history

and

in conjunction with the above qualification, unless that qualification is a recognised Master's Degree in the discipline of history, have at least **50%** of the prescribed experience for accreditation as a Professional Historian.

A Graduate Historian will:

adhere to the Objects of his/her Association

and

hold a recognised tertiary qualification **in** the discipline of history.

The above criteria constitute a revised version of the criteria endorsed by the Member Associations of the Australian Council of Professional Historians' Associations on 12 December 1999. The revised version was endorsed at the Annual General Meeting of ACPHA on 8 July 2000. Guidelines for the implementation and management of accreditation under the National Criteria were also endorsed at that meeting. Both the National Criteria and the Guidelines are subject to periodical review by ACPHA.

CODE OF PRACTICE *

Preamble

To consolidate high standards of professionalism, integrity and scholarship among practising historians in Australia wherever they are employed, members of the Professional Historians Association (Queensland) Incorporated shall subscribe to the following code of ethics:-

1. Members shall be careful in any historical writing or public comment or testimony to indicate whether the statements made are an interpretation of facts or opinion or belief. Members shall avoid exaggerated or unwarranted statements and shall take care to inform themselves of and to comply with all legal requirements relating to their work.
2. Members shall make public acknowledgment of the work of others and shall not plagiarise.
3. Members shall respect the rights of informants by acknowledgment of their contributions, or not, according to informants' wishes.
4. Members shall not refuse any reasonable request to share their knowledge or expertise, and shall as far as possible make available the sources to which they have had access.
5. Members shall resist pressure from any source including employers and informants, to manipulate evidence so as to conceal or distort information.
6. Members shall not allow personal convictions or beliefs to justify persistent falsification, misrepresentation, or concealment.
7. Members shall not, without due permission, use any confidential information acquired during the course of their work for personal advantage or for the advantage of a co-worker or a third person. Nor shall a member use such information to the disadvantage of employers or clients nor disclose such information, except where such disclosure may be justified at law.

*Regulations made pursuant to Clause 26(b) of the Rules and adopted by a general meeting of ordinary members on 27 February 1990.

8. Members shall not claim as their own, work to which they contributed a small part of the whole.
9. Members shall take particular care not to abuse their authority to the disadvantage of students, assistants or fellow historians.
10. Members shall give those working under their direction reasonable opportunity to advance their knowledge and experience.
11. Members shall respect the integrity of research material. Members shall not engage in vandalism or misappropriation of research material whether in public or private ownership.
12. Members have a duty to exercise proper care to ensure the preservation of archival materials that appear to be at risk through neglect, threat of destruction, or any other cause.
13. Members shall engage, or advise an employer to engage, other experts and specialists whenever the employer's or client's interests would be better served by such service. Members shall not accept a concealed fee for referring a client or employer to a specialist or for recommending services other than their own.
14. Members shall apply strictly professional criteria to all matters of appointment, promotion and award without reference to race, colour, sex, sexual orientation, religion, national origin or beliefs.
15. Members shall not knowingly misrepresent the competence or integrity of any other member of the profession.
16. Members shall not through negligence or malice injure directly or indirectly the reputation, prospects or business of any other person or organisation.
17. Members shall not make false claims in their curriculum vitae, biographical notices and the like.
18. Members shall not claim to act on behalf of the Professional Historians Association (Queensland) Incorporated without the express authority of the Management Committee.

19. (a) If a member is reported to have acted unethically or unfairly, the complainant shall provide full documentation of the complaint to the Secretary who shall forward it to the Membership sub-committee for consideration.
- (b) If the Membership sub-committee considers that the member is in serious breach of the code of practice it may recommend to the Management Committee;
- (i) that the person's membership be suspended; or
 - (ii) that the member be required to make a written or verbal, public or non public, confidential or non-confidential (all as determined by the Management Committee) statement and/or apology to the Association, the complainant, an employer, a client, or other persons (as determined by the Management Committee); or
 - (iii) that the member be required to comply with any combination of (i) and (ii); or
 - (iv) that that person's membership be terminated.