



## **By-Laws of the Eumundi and District Historical Association Inc.**

1. Any two members who share a mutual business interest, and any two members of the same family, may not serve on the Management Committee at the same time.
2. No more than two persons on the Management Committee shall be stallholders and no more than two persons shall have their primary residential addresses outside postcode 4562.
3. Copies of correspondence received or forwarded by the Association shall not be distributed except when necessary for conducting the business of the Association but may be viewed by a member by a request to the secretary.
4. Correspondence closes monthly on the day of the regular management committee meeting.
5. The attendance record in general meeting minutes is composed from entries in attendance books. A time will be recorded for persons arriving later than the starting time of the meeting and or leaving earlier than the meeting close.
6. Financial Protocols:
  - 6.1. Proposals for expenditure of over \$5000 per project to be accompanied by 3 written quotes, excepting circumstances where –
    - 6.1.1. An urgent or obvious need is identified by the Management Committee. In which case, they may authorise the expenditure.
    - 6.1.2. Less than 3 suppliers service the area. In which case, the Management Committee may authorise a lesser number of quotes or verbal estimates.
    - 6.1.3. After reasonable efforts, the Management Committee is unable to obtain three written quotes in which case the Management Committee may accept less than three written quotes or verbal estimates.
    - 6.1.4. Where a contractor has previously performed work on behalf of the Association the performance of which previous work and the price for which were acceptable to the Association.
    - 6.1.5. The proposed expenditure has previously been approved in the Association's Budget.
  - 6.2. The Management Committee will be entitled to authorise expenditure of up to \$3000 per project.
  - 6.3. Except in circumstances where the Management Committee identifies an urgent and obvious need, all items of expenditure not already approved in the Association's Budget over \$3000 per project will be brought to a general meeting for consideration by the members except where By-law 6.1.5 applies.

7. At the Annual General Meeting of the Association, there will be a distribution of funds agreed at previous general meetings to local organisations and bodies which are deemed to be consistent with the objectives of the Association.
8. That the Management Committee Minutes and the General Meeting Minutes for the last month are sent to members with the agenda six days before the monthly general meeting.
9. That reimbursement by the Association is supported by a tax invoice including ABN.
10. The amount of any honorarium for members of the Management Committee shall be set annually at the AGM.
11. The nomination form for the election of an agreed number of members of the Management Committee at the AGM is to be approved by members at the August General Meeting and distributed to members within a week. This nomination form is to include provision for the nomination of two EHA directors for the Eumundi Combined Community Organisation Ltd for the year ahead.
12. All persons attending the general meeting shall be allowed a copy of the agenda and tabled meeting papers.
13. Minutes of Management Committee meetings may include a notation "In Camera Item" when a sensitive matter, commercial or otherwise, has been dealt with in circumstances where disclosure of the details is not considered appropriate at the time. The details of such items shall be disclosed in minutes if and when the management committee deems that the sensitive circumstances are at an end.
14. A member seeking a response from the management committee or any member thereof at a general meeting to a question referring to the Constitution or by-laws or the Association's Incorporation Act or the EHA's financial statements must first deliver to the management committee not less than three calendar days prior to the general meeting, a precise statement outlining the question and the section of the aforesaid documents to which the question refers.
15. In order to inform the president's ruling pursuant to clause 25 of the Constitution, a member must support any allegation, suggestion or innuendo addressed at a general meeting to the management committee or any member thereof, with a clear statement of the facts upon which it is thought to be based.

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***Extract from constitution:***

***26 By-Laws***

***26.1 The Management Committee may make, amend or repeal by-laws not inconsistent with these Rules, for the internal management of the Association.***

***26.2 A by-law may be set aside by a majority vote of the members at a General Meeting of the Association.***