

RULES OF THE ECONOMIC HISTORY SOCIETY OF AUSTRALIA AND NEW ZEALAND INCORPORATED

1. NAME

The Association shall be known as The Economic History Society of Australia and New Zealand Incorporated, hereafter referred to as 'the association'.

2. THE OBJECTS

The objects of the association shall be to:

- a. promote the teaching, study and understanding of Economic History;
- b. disseminate knowledge in the field of Economic History;
- c. hold conferences and to participate in any other conferences or meetings as may be deemed expedient in accordance with (a) above;
- d. encourage the conservation of written historical records and artefacts;
- e. cooperate with other organisations having similar purposes.

3. MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the association if:

- a. the person is a person referred to in section 15(1) (a),(b) or (c) of the *Associations Incorporation Act 1984* and has not ceased to be a member of the association at any time after the incorporation of the association under the Act

or

- b. the person is a natural person:
 - i. who subscribes to the objects of the association, and
 - ii. who retains a paid subscription to the Australian Economic History Review, and
 - iii. who has been approved for membership of the association by the Executive Committee of the association.

4. CESSATION OF MEMBERSHIP

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

- a. dies, or
- b. resigns membership, or
- c. is expelled from the association.

5. MEMBERS' LIABILITIES

A member of the association bears no liability to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.

6. RESOLUTION OF INTERNAL DISPUTES

- a. Dispute between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- b. At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

7. COMMITTEE

- a. The committee is to be called Executive Committee of management of the association and, subject to the *Associations Incorporation Act 1984*, the *Associations Incorporation Regulation 1999* and these rules and to any resolution passed by the association in general meeting:
 - i. is to control and manage the affairs of the association, and
 - ii. shall further the objects of the association, and
 - iii. shall administer the affairs of the association between general meetings, and
 - iv. may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of the members of the association, and
 - v. has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the association.

8. CONSITUTION AND MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- a. Subject in the case of the first members of the committee to section 21 of the *Associations Incorporation Act 1984*, the Executive Committee is to consist of:
 - i. the office-bearers of the association, and
 - ii. at least two ordinary members, each of whom is to be elected at the annual general meeting of the association under rule 9.
- b. The office-bearers of the association are to be:

- i. the president
 - ii. the treasurer
 - iii. the secretary
 - iv. the editor or editors of the Australia Economic History Review, ex officio.
- c. Each member of the committee is, subject to these rules, to hold office for four years, but is eligible for re-election under rule 9, by means of secret postal preferential ballot.
 - d. The President shall be the Association's public officer.
 - e. If a member of the committee gives up their position before their four year term has expired, the committee may appoint an interim member until an election is convened under rule 9.

9. ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE

- a. The Secretary will call for nominations of candidates for election as office-bearers of the association or as ordinary members of the Executive Committee.
- b. Nomination of candidates for election as office-bearers of the association or as ordinary members of the Executive Committee:
 - i. must be made in writing not less than 21 days before a date to be fixed by the Executive Committee, and
 - ii. shall be signed by a proposer and the seconder and by the candidate.
- c. After nominations have closed, ballot papers shall be sent to all members of the association, and the ballot will close not less than 21 days after the dispatch of the papers.
- d. The Executive Committee shall appoint a member of the association, who is not a candidate at the election, to act as the Returning Officer.
- e. Any candidate who wishes may appoint a member of the association to act as a scrutineer.
- f. In the event of a tie in any postal ballot the Returning Officer shall decide the issue by lot.
- g. The newly elected Executive Committee shall take office not more than one month after its election.
- h. In the event that no nomination is received for any position or positions, the Executive Committee shall appoint a member or members of the association to such position or positions.

10. SECRETARY

The Secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address. It is the duty of the Secretary to keep minutes of:

- a. All appointments of office-bearers and members of the Executive Committee,
- b. The names of members of the committee present at an Executive Committee meeting or a general meeting, and
- c. All proceedings at Executive Committee meetings and general meetings.

Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

11. TREASURER

It is the duty of the treasurer to ensure:

- a. That all money due to the association is collected and received and that all payments authorised by the association are made, and
- b. That correct books and accounts are kept showing the financial affairs of the association, including full detail of all receipts and expenditure connected with the activities of the association.

12. EXECUTIVE COMMITTEE MEETINGS AND QUORUM

- a. The Executive Committee must meet at least 2 times in each period of 12 months, at such place and time as the committee may determine.
- b. Executive Committee meetings do not require committee members to be physically co-present, and may be held using electronic means including teleconferencing or synchronous web-based communication such as e-mail.
- c. Executive Committee meetings shall be summoned by the Secretary at the request in writing of not less than three members of the Executive Committee. Each member of the Executive Committee shall be given not less than two weeks notice of the date and location of an Executive Committee meeting.
- d. A quorum for Executive Committee meetings shall consist of three duly elected members of the Executive Committee.
- e. At a meeting of the Executive Committee the president is to preside. If the president is absent, one of the remaining members of the Executive Committee may be chosen to preside by the members present at the meeting.

13. PRIZE COMMITTEE

There shall be a Prize Committee consisting of three members of the Association, appointed by the Executive Committee. The quorum of the Prize Committee shall be two, and the Committee shall elect a Chairperson. The functions of the Prize Committee shall be to judge entries for the respective prizes periodically offered by the association, and such similar functions as a General Meeting may from time to time determine.

14. AUSTRALIAN ECONOMIC HISTORY REVIEW EDITORIAL BOARD

- a. There shall be an Editorial Board appointed by the Editors of the Australian Economic History Review, in consultation with the Executive Committee.
- b. The Board will normally consist of a minimum of six members, and appointments to the Board will be made on the basis of members having internationally recognised expertise in economic history, business history, or both.
- c. In the event of a dispute between the Editors and the Executive Committee regarding the composition of the Editorial Board, the decision of the Executive Committee will be final.
- d. Members of the Editorial Board will hold office for up to four years and may be reappointed.
- e. If a member of the Editorial Board gives up their position before their term has expired, a new member may be appointed as per rule 14a.

15. APPOINTMENT OF AUSTRALIAN ECONOMIC HISTORY REVIEW EDITORS

- a. There shall normally be not more than two Editors and one Book Review Editor chosen from the membership of the association.
- b. The Executive Committee shall make a nomination or nominations for confirmation at a General Meeting of the association for the position of Editor or Editors of the Australian Economic History Review.
- c. An additional nomination or nominations may be made by ordinary members at the same General Meeting.
- d. In the event of more than the required number of nominations being received, an election shall be held at the same General Meeting.
- e. The term of an appointment of an Editor shall be for a period of up to 4 years, and an existing Editor may be renewed in their position.
- f. If an Editor gives up their position before their four year term has expired the Executive Committee may appoint an interim editor until a new Editor can be appointed as per rule 15b.

16. GENERAL MEETING

- a. With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- b. The association must hold its first annual general meeting within the period 18 months after its incorporation under the *Associations Incorporation Act 1984*, and within the period of 6 months after the expiration of the first financial year of the association.
- c. The annual general meeting of the association, subject to (a) above, shall be convened on such date and at such place and time as the Executive Committee thinks fit.
- d. The Secretary shall at least 3 weeks before the date of the Annual General Meeting notify members at their e-mail addresses as shown in the association's membership records of the date and location of the Meeting.
- e. Items for inclusion on the agenda of the Annual General Meeting must be sent in writing to the Secretary two weeks beforehand.
- f. The business of the Annual General Meeting will include the following:
 - i. To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
 - ii. To receive reports from the President, Treasurer, Secretary and the Editors on the activities of the association during the preceding financial year.
 - iii. To receive and consider the statement that is required to be submitted to members under section 2(6) of the *Associations Incorporation Act 1984*.
- g. The Executive Committee may convene a Special General Meeting of the association at any time. It must convene such a meeting at the request of not less than 20 members of the association.
- h. At an Ordinary or Annual General Meeting no business shall be transacted unless a quorum is present, and if within 15 minutes of the time appointed for a meeting a quorum is not present, the meeting will lapse.
- i. A quorum for an Ordinary or Annual General Meeting shall consist of 8 members of the association.
- j. The president is to preside as chairperson of an Ordinary or Annual General Meeting. If the president is absent, a member of the Executive Committee nominated by that committee will preside over the meeting.

- k. On any question arising at a General Meeting of the association a member has one vote only. Proxies are not permitted.
- l. In the case of equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- m. The Executive Committee may within seven days of any meeting of the Association decide to hold a postal ballot of all members to vote on any resolution that is put before that meeting. In this case the Secretary shall post ballot papers to all members of the association within 30 days and the ballot shall close 30 days after their dispatch. The proposer and mover of the resolution may circulate with the ballot papers an explanatory statement of not more than 200 words and each may nominate a member of the association to act as a scrutineer. The votes shall be counted by any two members of the Executive Committee, in the presence of the scrutineers, if nominated, and the result of the ballot will determine whether the resolution is carried or rejected. In the event of a tied vote, the question shall be resolved in the negative.

17. FUNDS

- a. The funds of the association are to be derived from subscriptions to and royalties from the publication of the Australian Economic History Review, and other such sources as the Executive Committee determines.
- b. The finances and assets of the association shall be administered by the Executive Committee, which shall authorise the Treasurer to conduct its financial business in accordance with the decisions of the Committee for all purposes embraced by the objects of the association.
- c. No part of the association's funds shall be paid or transferred directly or indirectly to any member of the association, provided that where any member is engaged on the association's business, the Executive Committee may pay reasonable remuneration or expenses to that member.
- d. All money received by the association must be deposited as soon as practicable and without deduction of credit to the association's bank account, which must be held with a financial institution accredited as having trustee status in the state or country where the majority of the Executive Committee are located.
- e. The association must, as soon as practicable after receiving money, issue an appropriate receipt.
- f. All cheques and other negotiable instruments of A\$1000 and more must be signed by any two members of the Executive Committee.
- g. Every Annual General Meeting shall appoint a suitably qualified auditor who shall not be a member of the Executive Committee and who shall hold office until the next Annual General Meeting. In the event of an occasional vacancy, the Executive Committee shall appoint an auditor to hold office until the next Annual General Meeting.

- h. At least once in each period of 12 months the Executive Committee will cause the financial affairs of the association to be audited by the auditor so appointed and prepare, or cause to be prepared, a balance sheet setting out the assets and liabilities of the association, which shall be distributed to members.

18. ALTERATION OF OBJECTS AND RULES

- a. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association, which must result from a motion that is considered and voted on at a General Meeting.
- b. Motions and amendments shall be in writing, signed by the mover and seconder, and be in the hands of the Secretary at least 60 days before the General Meeting at which they are to be considered.
- c. At least 30 days notice of the proposed amendments shall be given to all members of the association.
- d. Any five members present at the General Meeting that considers any proposed amendment may demand at the meeting that the Executive Committee shall hold a postal ballot on the said proposed amendment. In this case, the Secretary shall post ballot papers to all members of the association within 30 days and the ballot shall close 30 days after their dispatch. The proposer and mover of the amendment may circulate with the ballot papers an explanatory statement of not more than 200 words and each may nominate a member of the association to act as a scrutineer. The votes shall be counted by any two members of the Executive Committee, in the presence of the scrutineers, if nominated, and the result of the ballot will determine whether the amendment is carried or rejected. In the event of a tied vote, the question shall be resolved in the negative.

19. DISCIPLINING OF MEMBERS

- a. A complaint may be made to the Executive Committee by any person that a member of the association:
 - i. has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - ii. has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- b. On receiving such a complaint, the Executive Committee:
 - i. must cause notice of the complaint to be served on the member concerned, and
 - ii. must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
 - iii. must take into consideration any submissions made by the member in connection with the complaint.

- c. The Committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- d. If the Committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the members right of appeal under rule 20.
- e. The expulsion or suspension does not take effect:
 - i. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii. if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 20(5), whichever is the later.

20. RIGHT OF APPEAL OF A DISCIPLINED MEMBER

- a. A member may appeal to the association in general meeting against a resolution of the committee under rule 19, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c. On receipt of a notice from a member under clause (a), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- d. At a general meeting of the association convened under clause (c):
 - i. no business other than the question of the appeal is to be transacted, and
 - ii. the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - iii. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e. If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

21. COMMON SEAL

- a. The common seal of the association must be kept in the custody of the public officer.
- b. The common seal must not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or one member of the committee and of the public officer or Secretary.

22. CUSTODY OF BOOKS

The public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

23. INSPECTION OF BOOKS

The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.