

**LOGAN RIVER FAMILY HISTORY INC.**

**POLICY AND PROCEDURES MANUAL**  
V2.1

**NOVEMBER 2024**



# **LOGAN RIVER FAMILY HISTORY INC**

## **MISSION**

Our mission is to research and preserve our family history.

## **OUR SOCIETY**

Logan River Family History was formed in June 2001 and is a non-political, non-sectarian, non-profit organisation that aims to bring together those people who are interested in the study of genealogy and local history; and to encourage and assist members in their research. It also aims to preserve historical records and to maintain an extensive genealogy reference and social history research library with a focus on the Logan River District.

We will assist our members and visitors by providing tutoring in research methods, access to resources and the use of digital technologies in a safe, friendly and collaborative environment.

## **VISION**

Our vision is to create a collaborative environment of friendly researchers who take pride in preserving our heritage.

***WE DIG HISTORY!***

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## 1. INTRODUCTION

This document is the procedures manual for Logan River Family History Inc. Logan River Family History Inc shall be referred to as “the Society” in this document. It incorporates all the policies, by-laws, and procedures by which the Society operates as well as operating instructions and directions for the Society. This will assist the Management Committee and society members to understand how the Society operates.

## 2. SOCIETY CONSTITUTION

The Society is an incorporated Society under the Associations Incorporation Act 1981 (QLD). It was incorporated under the act as the Logan River and District Family History Society Inc. on 18 April 2002 until a name change when it was incorporated under the act as Logan River Family History Inc. on 12 October 2022.

We have adopted the Model Rules as laid down by the Queensland Office of Fair Trading as our Constitution.

A copy of the constitution and the Policy and Procedures Manual are available on request or on the Society’s website.

## 3. MANAGEMENT COMMITTEE

The following position descriptions set out the responsibilities and authorities of the various members of the Management Committee of the Society.

The Executive is comprised of people filling the following positions in the Society: President, Secretary, Treasurer.

The Management Committee is comprised of at least 6 but not more than 12 financial members of the Society (Note secretary criteria) filling the following positions:

- President
- Vice-President (optional)
- Secretary (see Constitution Item 15.1)
- Treasurer
- Committee Members

All positions are voluntary, become vacant at the Annual General Meeting and are filled by election at that meeting.

If there are not sufficient nominations to fill the maximum vacant positions on the Management Committee, the chair may accept nominations from the floor of the meeting, but such nominations may not exceed the number required to fill all vacancies. If that number is exceeded, the chair will declare a ballot of the members present to decide which of the nominations from the floor to accept.

Specific functions, other than those listed above, may be allocated to Society Members, including Management Committee Members, following the Annual General Meeting and after negotiation with the member concerned.

Members who have assumed the responsibility of specific functions, as listed in Appendix 1 Office Holders Pg. 24, but who are not elected members of the Management Committee, have an open invitation to attend any or all Management Committee Meetings, receive a meeting agenda prior to the meeting, and a copy of

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the minutes of each management meeting they attend. Their attendance is voluntary and any in attendance are not considered when assessing whether or not a quorum is present.

They may participate in discussion of any matter, as directed by the Chair, at any meeting they attend, but do not have the right to vote on any matter as they are not elected members of the meeting. Their attendance shall be recorded as Guest Members.

Note that all financial members of the society are always welcome to attend any Management Meeting as observers. They may not take part in any discussion, unless granted prior permission from the Chair to speak on a specific item.

## **4. POSITION DESCRIPTIONS**

Members filling these positions are expected to perform their duties in accordance with these procedures, in a timely and responsible manner. The Executive has the responsibility of monitoring each position and of liaising with the person responsible to achieve a positive outcome.

No single person has the right or authority to do anything without prior authorisation from the Management Committee. Duties are the responsibility of the appointee unless the Management Committee has appointed a replacement.

### **4.1 PRESIDENT**

- ◆ Manage and control, through the other members of the Management Committee, the affairs, property and funds of the Society.
- ◆ Preside at Society Management Meetings, General Meetings, and Annual General Meetings.
- ◆ Ensure that the Society meets all its legal and statutory obligations.
- ◆ Manage the day-to-day operations of the Society.
- ◆ Represent the Society with all external organisations.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

### **4.2 VICE-PRESIDENT**

- ◆ Act on behalf of the President in all matters when the President is unable to act in their position due to absence, conflict of interest, or any other reason.
- ◆ This is done at the President's request, or, in circumstances where the President is unable to make that request, at the request of the Management Committee.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

### **4.3 SECRETARY**

- ◆ Receive all written and email correspondence into the Society; distribute to the relevant member or members as required; maintain the correspondence register; or appoint another Committee Member as appropriate. Ensure that the post office box is checked as often as is practical.
- ◆ Write and/or send any correspondence from the Society and record same; the exceptions being standard "form" letters such as those sent by Membership.
- ◆ Secretary, Oral Historian, Grant's Officer, and Guest Speaker Liaison.

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- ◆ Record and prepare minutes for all Society meetings unless a Minute Secretary has been appointed.
- ◆ Produce, place, and post all notices required to be placed and posted by the Society within the nominated time frames. (see Constitution Items 25, 35 and 39)
- ◆ Convene general, management and special meetings as required by the Constitution. (see Constitution Items 11(1), 25(1), 35(1) and 39(1))
- ◆ Maintain a Key Register with a current copy in the Society Diary.

#### **4.4 TREASURER**

- ◆ Manage the financial affairs of the Society.
- ◆ Receive all monies and make all payments for the Society.
- ◆ Monitor cash flow within the Society accounts and report any cash flow issues to the Management Committee.
- ◆ Maintain all necessary financial records required by the Society's Constitution, and to meet its regulatory requirements.
- ◆ Produce a Treasurer's Report for every general and management meeting, giving an up-to-date balance of the account, and the current bank statement. Request ratification of all payments at the management meeting.
- ◆ Organise for the purchase of supplies and or research material as requested or required.
- ◆ As the Society applies for grants, it may become necessary for our financial records are audited on a yearly basis. Therefore, if and when this is the case, the Treasurer will cause the accounts of the Society to be audited annually following the end of the financial year and in time for the Annual General Meeting, supplying the appointed auditor with the necessary records. (see Item 5.3.6.)
- ◆ Maintain the Asset Register and Depreciation Schedule as follows:
  - The asset register lists all equipment and resources owned by the Society. This must be kept up-to-date, new purchases added, and sold or discarded items written off and removed.
  - The Depreciation Schedule shows the written down value of current assets (\$300 or above). New assets are added; obsolete and discarded items are written off and then removed.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.5 MEMBERSHIP SECRETARY**

- ◆ Manage the Society's membership register, including preparation and maintenance of membership packs for new members, posting or emailing as appropriate.
- ◆ Discuss and explain the process of Society membership with prospective members, including costs and obligations.
- ◆ Produce and distribute a current membership card to all members of the Society.
- ◆ Maintain a record of continuous memberships.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

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#### **4.6 GUEST SPEAKER LIAISON**

- ◆ Research available guest speakers and topics and match them with members' interests.
- ◆ Manage the invitation of guest speakers.
- ◆ Arrange for and present a gift of appreciation to the speaker.
- ◆ Be available to welcome and host the speaker, ensuring that all has been prepared for their presentation.
- ◆ After the presentation escort the guest to Morning Tea without delay.
- ◆ Arrange to advertise, both within and outside the Society, the details of the presentation.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.7 LIBRARIAN**

- ◆ Oversee the library, keeping books, maps and folders in proper order.
- ◆ Inform the Management Committee of members' requests of new research material for the committee's consideration and authorisation.
- ◆ Ensure all newly purchased and donated library resources are accessioned and display them for a reasonable time before shelving them.
- ◆ Highlight all new acquisitions in the catalogue and provide the Journal Editor with a list so that they can be advertised in the Journal.
- ◆ Ensure a letter of acknowledgement and thanks be written to donors of resources.
- ◆ Maintain a record of borrowed resources and follow up late returns.
- ◆ Record the progress of cataloguing, acquisitions, indexing, etc. in the Society Diary.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.8 EDUCATION OFFICER**

- ◆ Educate and assist, as required, members and visitors in: locating data sources, either online or held in the Society library, researching resources, using various methods and approaches to find or prove information, organise and record data, using various strategies
- ◆ Plan and resource relevant group and individual lessons. These lessons shall require the payment of a fee, to be decided by the Management Committee, to the Society.
- ◆ Notwithstanding the practical and important role of the Education Officer, members are encouraged to support and assist each other in their research.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

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#### **4.9 ORAL HISTORIAN**

- ◆ Contact suitable candidates to interview, make a request, and prepare by discussing suitable topics and questions to include.

- ◆ Ensure that the release form is signed.
- ◆ Conduct the interview and collect any other relevant photographic or genealogical resources that are available.
- ◆ Transcribe the interview.
- ◆ Provide the candidate with a copy of the recorded interview and a folder of other related materials, as well as a letter of appreciation and thanks from the Society.
- ◆ Ensure the interview and associated documentation are filed for the Society and a copy is sent to Logan City Library Local Studies Section, if the subject matter is relevant.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.10 GRANT MANAGEMENT OFFICER**

- ◆ As required by the Management Committee, prepare grant applications to be submitted to organisations offering grants for the equipment and resources that we require.
- ◆ When a grant is provided, manage the legalities and requirements of the grant provider, including the acquittal form.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.11 PUBLICITY OFFICER**

- ◆ Design and produce, or arrange to have produced, pamphlets, flyers, posters, etc. and distribute them to, and/or display them in appropriate places in the community.
- ◆ Manage Society representation in relevant newspapers and magazines, both online and printed. Provide community websites with information regarding the operation of the Society.
- ◆ Organise and manage static and manned displays at community events. Ensure that the boxes of display resources have been prepared.
- ◆ Encourage Society members to participate in displays at different events.
- ◆ Ensure that links to the Society's website and social media sites are published in appropriate forums. (See Webmaster Item 4.14)
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.12 JOURNAL EDITOR**

- ◆ Produce a quarterly journal, "Dugullumba Times" on behalf of the Society, ready to distribute at the February, May, August and November General Meetings.
- ◆ Remind and encourage members to write stories about their family history and their research for inclusion in the journal.

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- ◆ Organise the Helen Kent Memorial Shield Award each year. (See Item 10 Helen Kent Memorial Shield)
- ◆ Ensure that each Society member receive a digital or hard copy of the journal.
- ◆ Arrange to send copies of the journal to other societies that we have a journal exchange deal with.

- ◆ Arrange to submit a digital copy of the journal to National Edeposit (NED) and a hard copy to the Local Studies Librarian of Logan City Libraries.
- ◆ Copies are emailed in PDF format unless a library requests that a hard copy be posted.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.13 INFORMATION TECHNOLOGY EQUIPMENT ADMINISTRATOR**

- ◆ Manage the operation and maintenance of the Society's computers and related devices, this to include that software is kept up to date where this is advisable.
- ◆ Ensure that computers are set up to allow members and visitors to efficiently perform tasks related to research and indexing and to assist with these activities as necessary.
- ◆ Educate and assist, as required, members and visitors in using the computers and the software that the Society makes available.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.14 WEBMASTER**

- ◆ Administer and maintain the Society website. Update the website with current information including, but not limited to, events, Library Catalogue, Society Constitution, Policy and Procedures Manual and the Dugullumba Times.
- ◆ Maintain and manage the Society's social media account in conjunction with the Publicity Officer, ensuring that links to the Society's website and social media sites are published in appropriate forums.
- ◆ Educate and assist members in the use of the Society's website.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

#### **4.15 SPECIAL PROJECTS MANAGER**

- ◆ Canvas members for and investigate ideas for projects that will advance the work of the Society.
- ◆ Organise a member or committee of members to carry out the project.
- ◆ Cause to have a record of the activity, budget and progress of projects kept and, if necessary, act as chair of committee meetings.
- ◆ Liaise with the Grants Manager if applying for a grant to complete the project.
- ◆ Submit a report of the completed project to the Management and General Meetings.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

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#### **4.16 SAUSAGE SIZZLE CONVENOR**

- ◆ Organise the roster of helpers for each Sausage Sizzle and notify volunteers of the roster at least five days previous to Sausage Sizzle.
- ◆ Organise the purchase of sausages, onions, drinks, sauces, bread and other supplies for each Sausage Sizzle.

- ◆ If the Sausage Sizzle is at Bunnings, organise the booking of the cold room trailer, delivery of sausages, onions and drinks to Bunnings and store them in the chiller at 4:00pm on the day previous to each Sausage Sizzle.
- ◆ Organise delivery of all other food and supplies to the venue at the required time on the morning of a sausage sizzle and set up the barbecue and tables. On arrival, the member needs to notify staff as required at Bunnings as they will light the gas. Ensure that gas leaks are checked for, using a spray of soapy water, before the BBQ is lit.
- ◆ Organise the required clean-up, and that all tools and supplies are picked up at the conclusion of the Sausage Sizzle. Ensure that the area is left clean and tidy, including the BBQ and the floor.
- ◆ If required by a sponsor, immediately after each Sausage Sizzle, notify them of the day's takings and advise them of our future availability.
- ◆ Ensure that all volunteers are aware of sponsor's rules and requirements for the operation of the Sausage Sizzle.
- ◆ Inform the Secretary of any letters or emails written or received, providing copies to be included in the Correspondence Register.

## 5. SOCIETY OPERATING PROCEDURES

### 5.1 MEMBERSHIP

#### 5.1.1 CLASSES OF MEMBERSHIP

##### 5.1.1.1 Ordinary Members

Any person who has applied for membership, has paid the current yearly subscription and has been accepted as a member by a resolution of the Management Committee. Continued membership is dependent upon the payment of the current annual membership subscription on or before the due date, apart from exceptional cases and as decided by the Management Committee.

##### 5.1.1.2 Associate Group Membership

Any business, society or group who supports us by way of sponsorship or any other means shall be eligible and may be accepted as an Associative Group by resolution of the Management Committee. The Society will support any group accepted into this class of membership by offering promotion through our print or online media.

##### 5.1.1.3 Life Members

Any person who has applied for life membership, has paid the current life membership subscription and been accepted as a life member by a resolution of the Management Committee. Life Members have the same rights and responsibilities as Ordinary Members. Under ordinary circumstances, life membership ceases when the member has deceased. Under no circumstances is a life membership transferable.

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##### 5.1.1.4 Honorary Member

Any person may, on the recommendation of the Management Committee, be elected by the members in a General Meeting as an Honorary Member of the Society for the duration of the present financial year by a two-thirds majority of the members present and entitled to vote. To qualify for Honorary Membership the person or persons must be directly involved with the function of the Society. Nominations for Honorary Membership shall be in writing, outlining the details of service and be signed by two members of the Society. Honorary members shall have the privilege of non-payment

of subscriptions to the Society and have the right to attend meetings but without the right to vote. Upon the recommendation of the Management Committee, an Honorary membership can be extended annually at the Annual General Meeting by a two-thirds majority vote.

#### 5.1.1.5 Honorary Life Member

Any person may, on the recommendation of the Management Committee, be elected by the members in an Annual General Meeting as an Honorary Member of the Society for Life by a two-thirds majority of the members present and entitled to vote.

An Honorary Life Member shall be any person deserving the recognition as having given devoted and outstanding service to the Society and Family and Local History Research. To qualify for Honorary Life Membership the person or persons must have been a member of the Society for a period of not less than five years and have been actively engaged in the furthering of its aims. All nominations for Honorary Life Members shall be in writing outlining the history of service and be signed by three members of the Society. Life members shall have the same rights as Ordinary members to hold office and vote at meetings. They shall have the privileges of non-payment of subscriptions to the Society, free admission to all paid events staged by the Society and the right to invitation to all functions held by the Society. Honorary Life Members shall have their names recorded on the Society's Honour Board. Upon the recommendation of the Management Committee, an Honorary Life Membership can be revoked at an Annual General Meeting by a two-thirds majority vote of the members present and entitled to vote.

#### 5.1.1.6 Branch Membership

Members of our Society may apply in writing to the Management Committee to form a Branch Group. A Branch Group may be formed for geographical reasons. For example, the Society could have a Springwood Group, a Western Queensland Group, and so on. The minimum membership of such groups shall be five (5). The formation of Branch Groups shall, on the recommendation of the Management Committee, require a majority vote at a General Meeting of the members present and entitled to vote. In the event of such a group deciding to establish a separate society, all Society assets shall remain the property of the Society.

#### 5.1.1.7 Reciprocal Society Membership

Any genealogical or local history society may be considered for this class of membership with our Society by the Management Committee. Our Society and theirs must agree to a reciprocal relationship that may, but is not limited to, access to each other's journals; the use of each other's research facilities, limited by the rules that apply to members of that group; and a standing invitation to be present at each

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other's general meetings as guests, under the condition that guests will not have the right to vote. The conditions of the agreement for this class of membership may vary between societies and it will be the responsibility of the Management Committee to come to an agreement with the other society. The final decision will require a majority vote of the members present and entitled to vote at a General Meeting.

### **5.1.2 LIFE MEMBERSHIP**

The cost of Life Membership shall be set at fifteen (15) times the current cost, at that time, of an Ordinary Membership Annual Subscription.

### 5.1.3 DUAL MEMBERSHIP

Any two people related in any way, who are currently living at the same address, may be accepted for Dual Membership of the Society, this to apply to both Ordinary and Life Membership. The cost of Dual Membership shall be set at 150%, rounded to the nearest dollar, of the cost of Ordinary or Life single membership, whichever may apply.

### 5.1.4 CONTINUOUS MEMBERSHIP RECOGNITION

Members shall be recognised for continuous membership of the society after 5 years, 10 years, 15 years, and every 5 years thereafter in the following ways.

1 Their Membership Card will display the number of years of continuous membership.

2. They shall be presented with a certificate to commemorate the event.

The presentation shall be made at the first general meeting of the membership year after the year in which they recorded the required years of continuous membership.

The years of continuous membership may not be broken by any year or years of being unfinancial. Only current financial members may be recognised in this way.

Members who join in the first 6 months of the membership year, i.e. 6 June to 31 December inclusive, shall be counted as being members for the entire year.

In addition, members who have achieved 20 years of continuous membership shall be presented with a badge of recognition for this milestone.

The Membership Secretary will be responsible for maintaining a record of continuous memberships.

### 5.1.5 APPLICATION AND FEES

Provisional membership of the membership class applied for is extended to all applicants for membership, until such time as the application is processed in accordance with the constitution.

Membership fees shall be determined by the Members at a General Meeting.

The yearly membership fee becomes due on 30 June each year.

### 5.1.6 PRIVACY

The Society will respect the private information of our members. When applying for membership, if a prospective new member requests that their details be kept private, the Society will honour their wishes by not publishing their name in the journal or website. (See Constitution Item 13.5)

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### 5.1.7 UNFINANCIAL MEMBERS AND REJOINING

A member who has not paid their annual dues on or before 30 June each year becomes unfinancial and their membership lapses. They may re-join at any time and are also eligible for the reduced fees offered to new members during the first six months of the year.

Members whose membership has lapsed will continue to receive updates by email about society activities for six months after their membership has lapsed, unless they advise that they don't wish to receive the emails. If their membership has been terminated by the Management Committee (Policy Clause No. 14 Complaints Procedure), email updates will cease immediately.

## **5.2 MEETINGS**

### **5.2.1 MANAGEMENT COMMITTEE**

Management Meetings shall be held monthly at a time and venue decided by the committee.

Attendance at a Management Committee Meeting may be in person or by a remote meeting application such as Skype or FaceTime.

The minutes of meetings, after being accepted as a true record at a subsequent Management Committee Meeting, will be emailed to members who have requested them.

### **5.2.2 GENERAL MEETINGS**

General meetings will be held monthly, except for January, October, and December, on alternating Saturdays and Thursdays beginning on Saturday in February at 9:30 am at the current research facility.

### **5.2.3 ANNUAL GENERAL MEETING**

The Annual General Meeting will be held on the first Saturday in October. Annual Reports are presented prior to the election of officers.

### **5.2.4 MEMBERS VOTING RIGHTS**

Each financial member of the Society shall be entitled to one vote only on each proposal in any meeting they are an entitled member of.

Associate Members, Honorary Members and non-financial members have no voting rights at any meeting of the Society.

## **5.3 FINANCIAL**

### **5.3.1 BANK ACCOUNTS**

The Society's accounts are held with the Bendigo Bank.

A minimum of three signatories are required: Treasurer, Secretary and President being mandatory. Other signatories are at the discretion of the Management Committee.

One bank account must be maintained to receipt monies and pay for expenses.

Other accounts may be opened as required i.e. term deposit, credit card account, etc.

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All monies received shall be banked into the Society account as soon as possible after having been received.

### **5.3.2 PAYMENT OF ACCOUNTS**

A payment by the Society must be authorised by two signatories authorised to do so. The bank supplies a token to each signatory, this device gives a randomly generated number to authorise online transactions such as adding a new payee. The device should be returned to the Bendigo Bank when no longer required. Note that an App may also be used to generate the randomly generated number. Cheques require two signatures. Authorisation by two signatories is required for direct debits.

### 5.3.3 RATIFICATION OF PAYMENTS

As part of the Treasurer's Report at each Management Meeting it is necessary to ratify all payments made since the previous meeting. This includes the cheque number (if applicable), payee and reason for payment.

### 5.3.4 RECEIVING AND RECEIPTING MONIES

All monies shall be receipted using a Triplicate Receipt Book. Original is passed to the customer for records. The duplicate is retained with the deposit summary as a record of funds deposited. The third copy is retained in the receipt book for audit purposes.

Payments received shall also be recorded on the Payments Record (Form #019/020) which is kept in the treasurer's tray or the display supplies crate and a record made to be put into the money tin. (Form #022)

*Exceptions:* Sums of \$5 or below being for tea, coffee, photocopying, etc., which shall be put in the small grey cash tin.

### 5.3.5 REIMBURSEMENT OF EXPENSES

Any Member shall be entitled to be reimbursed for expenses incurred; providing the item/service is agreed to by the Management Committee.

Reimbursements for sums under \$35 can be paid out of petty cash. Reimbursements of \$35 or more are paid by cheque or direct debit.

All claims for reimbursement of expenses will be submitted on the Expenses Reimbursement Form #004. Any supporting invoices or receipts, which are required for claims above \$5, must be attached to the claim form.

### 5.3.6 AUDITING ACCOUNTS

*(Note that this only applies if an audit is necessary.)*

The Auditor is appointed at each Annual General Meeting.

As soon as possible following the 30 June, the financial records should go to the auditor so the audit can be completed for the AGM in October.

The auditors require the following records for the financial year:

- Letter of Appointment
- Bank statements for all accounts
- Records of income and expenditure (ledger or computer printout)
- Current and completed cheque books
- All receipt and deposit books for the year.

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- A signed copy of all minutes of meetings for the year
- Asset Register
- Depreciation Report
- Previous year's Profit & Loss, Balance Sheet, Depreciation Report, and Audit Report.
- Quicken online access (if Quicken is being used)

An interim receipt book will be available during the audit. After receiving the receipt books back from the auditor, official receipts must be issued.

### 5.3.7 INSURANCE

The Society shall maintain current insurance cover of the following classes:

- \$20 000 000 Public Liability
- Business Property Damage
- \$20 000 Burglary and Theft
- Personal Accident and Illness

## **5.4 ASSETS AND EQUIPMENT**

The Society will possess a range of equipment to enable it to fulfil its role. The Management Committee is responsible for the purchase, use and safekeeping of such assets. (See Constitution Item 22.1)

### **5.4.1 ASSET REGISTER**

The Treasurer shall be responsible for ensuring that the Society's Asset Register and Depreciation Schedule is current. (See Item 4.4 Treasurer)

### **5.4.2 SECURITY MARKING**

As deemed necessary, equipment shall be marked with the Society's name or initials.

### **5.4.3 BORROWING**

Society members may borrow equipment with the approval of a member of the Management Committee. Any such borrowings will be tracked using the Society Diary to note the day it is borrowed and record a reminder on the day it is to be returned.

It is expected that all care will be taken to ensure that borrowed equipment is returned in proper order and in a reasonable time, that time being dependent on the use being made of the equipment.

## **5.5 BOOK SALES**

The Society will, at various times, have books and other resources available for sale.

1. Publications by the society will be available for sale at a price set by the Management Committee.
2. Publications by individuals or groups may be accepted for sale under various methods.
  - I. The owner has donated them to the society to be sold by the society for the society's profit.

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- II. The Society may bulk-buy a publication which they will then sell at a mark-up decided on by the Management Committee.
- III. The Society will accept publications for sale on commission under the following rules:
  1. A commission of 10% of the selling price, or whatever commission may be negotiated by the Management Committee if seen fit.
  2. A copy for display and provision of a small stock held by the society.

## **6. FUNDRAISING COMMITTEE**

The Fundraising Committee shall be responsible for devising and assessing fundraising ideas and presenting them to the Management Committee. Following approval by the Management Committee, organiser/s will be appointed for the event.

This may be the person who developed the idea or some other person, at the discretion of the Management and Fundraising Committees.

## **6.1 FUNDRAISING POLICY**

All fundraising carried out within the society must be in accordance with this fundraising policy.

## **6.2 PURPOSES**

Specific fundraising functions or events shall be aimed at benefiting specific targets or purposes, for example, general operational expenses, purchase of a particular item or for any other reason the Management Committee deems appropriate.

## **6.3 OVERALL PROCEDURE**

Steps involved in organising a fundraising event are as follows:

- Obtain a Fundraising Proposal Form from the Secretary
- Develop a description of the event and a budget for the event
- Submit proposal to the Management Committee for approval
- Organise and run the event. This must include regular contact with and reporting to the Management Committee.
- Complete the event by reconciling the income and expenses for the event with the budget, completing the Fundraising Reconciliation Form with attached receipts and invoices, and reporting to the Management Committee.

## **6.4 DEFINITION**

Income derived from the operation of the Society shall not be classed as fundraising, e.g. membership fees, visitor fees, donations, research fees, grants, etc.

# **7. DONATIONS**

## **7.1 LIBRARY RESOURCES DONATIONS**

To keep some control on donations to our library, these rules form a guide to assist the librarian in decision making.

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- a. The society cannot accept every donation as we have space limitations.
- b. Some items that are donated are not necessarily suitable for our collection or we already may have a copy.
- c. Some genealogy research collections are too large and may not be in proper order or indexed.

When accepting a donation for our library collection, a society member should request that a Donation Form (# 018) be filled out and signed by the donor. This form tells us the name, details and contact of the donor and informs the donor that we cannot necessarily guarantee that the item/s will be kept and accessioned into our library. If the donor is not happy to accept this situation, they are free to approach another family history society or library.

## **8. RESEARCH ROOM PROCEDURES**

### **8.1 RESEARCH ROOM CONTROL**

The President or Room Supervisors have control of the Research Room, and their directions must be followed.

### **8.2 ROOMS OPENING**

No one is permitted into the Research Rooms until they are officially opened by the Room Supervisor or a member of the Management Committee.

### **8.3 STORAGE AND USE OF PERSONAL BELONGINGS**

All bags to be placed in the lockers provided. Pencils only to be used in the research area.

The Society reserves the right to inspect the researcher's personal items before leaving the library.

### **8.4 RECORDING ATTENDANCE**

Each member or visitor is required to PRINT their name and Membership Number in the attendance book and pay any applicable fee before using the facilities. Also, times of arrival and departure must be recorded and initialled. (This is required for insurance purposes.)

### **8.5 USE OF RESOURCES**

All resources are available for use by members free of charge during normal room opening times and by appointment if a convenient time is negotiated with a Room Supervisor. Researchers must use a marker to show the location of an item removed.

Visitors may also make use of all facilities on payment of a daily research fee that is set by the Management Committee. (See Visitors Fees in Appendix 2.)

Visitors who only use Family Search at our rooms are not charged a fee. (See Item 8.1)

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A Room Supervisor must always be present in the Research Room if visitors are making use of the facilities.

### **8.6 BORROWING**

All items borrowed must be signed out in the "Loans Book" by a Room Supervisor on the day the items are borrowed and signed back in by a Room Supervisor when they are returned.

The loan period is two weeks from the date the item is borrowed, or a later date specified by a member of the management committee or the Room Supervisor.

### **8.7 PROHIBITED BORROWING**

Members may not borrow books, magazines, journals, or other resources that are marked with a red sticker from the Society's Research Library.

## **8.8 BORROWING BY NON-MEMBERS**

In the event of a non-member requesting to borrow a book: -

- a) Decline the request but offer membership.
- b) Offer research and copies of information. (A fee applies)
- c) If extenuating circumstances exist, refer to Management and Society Librarian.

## **8.9 BORROWING BY POST**

In the event of a request to borrow a book by post: -

- a) Advance notice must be approved by Management and the Society Librarian who will set the refundable deposit amount.
- b) The borrower must provide their residential as well as postal address, if they are not the same.
- c) A postage and handling fee plus the refundable deposit must be received before the book is posted.
- d) In consideration of postage delivery times, the loan duration shall be 28 days. The loan duration may be lengthened with Management approval.

If such a request to borrow by post is made by a non-financial member or a non-member, see Rule 8.8 above.

## **8.10 PHOTOCOPYING AND SAVING TO USB DRIVE**

All photocopies will be charged at the current fee recorded in Policy & Procedures Appendix 2 Fees and Charges. These fees shall be displayed in the research room. Blank USB Sticks are available for purchase from the Society for their cost price.

## **8.11 FOOD AND DRINK**

Food and drink may only be consumed in the kitchen area and/or away from any resources.

Members must clean used utensils and leave the area in a presentable manner at the end of a work session.

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## **8.12 BEHAVIOUR IN RESEARCH ROOMS**

Any disrespectful or aggressive behaviour towards persons or Society property in the rooms or at a Society event will not be tolerated. The member or visitor will be required to leave, and the Room Supervisor shall be required to record the incident in the Society Diary and forward a report of it to the Management Committee. (Refer to Constitution Rule 10.3d)

## **8.13 ANIMALS**

No animals or pets are allowed in the facility, assistance animals excepted.

## **8.14 FIRST AID**

Any injuries or similar incidents must be noted in the Society Diary and details, when necessary, recorded on an Accident/Injury Form (# 019); in the case of a safety issue, they must be referred to the Management Committee.

First Aid supplies used should be noted in the Society Diary so they can be replaced.

### **8.15 REPLACEMENT PROCEDURE**

If a rostered room attendant is unable to attend on their appointed day, they should inform the President or Secretary so that a replacement can be found.

## **9. FAMILY SEARCH AFFILIATION**

The Logan River Family History operates as a Family Search Affiliate Library. This means that both Tier 1 and Tier 2 digitised records can be viewed on our computers at our Research Centre.

### **9.1 ACCESS**

This access is free to both members and visitors; hence guests can visit our rooms and access Family Search free of charge.

### **9.2 OTHER SERVICES ON OFFER**

If a visitor wishes to access any of the society's resources, they will be charged the current fee for visitors as shown in Policy and Procedures Appendix 2. A request for research by the society researchers may also attract a fee as determined by the society.

### **9.3 PHOTOCOPYING**

Any photocopying required by a visitor who only accesses Family Search will be charged at the current fee as shown in Policy and Procedures Appendix 2.

## **10. PROJECTS COMMITTEE**

The Society Project Committee shall be responsible for co-ordinating and overseeing all projects that involve organising resources and producing publications. Tasks include projects, scanning of documents, photographs, and the writing and publishing of information leaflets, booklets and books.

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### **10.1 CURRENT LIST OF PROJECTS**

Members carrying out any such projects are required to notify the Projects Committee so that a current list of all such projects can be maintained.

### **10.2 FORMAT AND RESOLUTION**

Items need to be scanned in PDF format with a resolution of between 300 and 600 D.P.I. Discuss this with the committee.

### **10.3 ORIGINAL DOCUMENT PROTECTION**

Only remove staples or fasteners if absolutely necessary. If staples must be removed carefully, do so and replace them without damaging the items. Use archival fasteners and methods of securing the documents.

Do not deface documents by marking them in any way. Do not use post-it notes or sticky tape.

Ensure that original documents are replaced in the order in which they were stored so as to maintain their integrity.

## **10.4 COMPLETED PROJECTS**

Return completed projects to the Project Committee who are responsible for ensuring that this data is added to the Library Catalogue and Computers and/or organising the publication of any work if appropriate.

## **11. ENQUIRY RESEARCH COMMITTEE**

The Enquiry Research Committee shall be responsible for organising and overseeing the response to Members and Non-members, who make enquiries or requests, to ensure that these are acted upon as soon as possible.

### **11.1 ENQUIRY RESEARCH FEES**

After ascertaining that we hold relevant data for the research request, the committee shall set a minimum charge that needs to be received before detailed research is undertaken. If the information provided is minimal, the committee may request that only basic copying and postage fees are charged. *(See Appendix 2)*

### **11.2 RECORDING ENQUIRIES**

Keep a current record of research requests and note, in summarised form, the result of each request, citing relevant references.

### **11.3 INDEXING AND STORAGE**

Ensure that new research data is given to the librarian to be indexed and accessioned.

## **12. HELEN KENT MEMORIAL SHIELD**

### **12.1 HISTORY OF THE AWARD**

The Helen Kent Memorial Shield is named after one of our members who lost her battle with cancer at the age of 56 on the 19th April 2010. Helen was our Secretary from October 2006 until she was forced by her illness to step down from the position in early 2009.

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Helen worked for PACT (Protect All Children Today Inc.) for over thirteen years and would help anyone who needed her assistance. She was always one of the first to volunteer whenever we held raffles, sausage sizzles or displays.

All Members who write stories that are published in the Dugullumba Times shall be eligible for the Helen Kent Memorial Shield.

The Journal Editor shall submit the stories to an independent and unbiased person for judging in order to select the winning article and any that are highly commended.

### **12.2 AWARDING THE SHIELD**

The Journal Editor shall be responsible for the presentation; organising the engraving of the society shield with the winner's name, purchase of a trophy; and organising any highly commended certificates.

### **12.3 ELIGIBILITY AND SELECTION**

The trophy and any certificates shall be presented at the December General Meeting or the Christmas Break-up Party.

## **13. SAFETY AND FIRST AID**

The Society shall maintain two First Aid Kits. One will be kept in the Research Room, and another shall be available for use at activities such as the Sausage Sizzle or any other external event.

### **13.1 APPOINTMENT OF MEMBER RESPONSIBLE**

The Management Committee shall appoint a member to oversee the First Aid Kit; checking that the items are 'in date' and replacing used items.

### **13.2 RECORDING OF INCIDENTS OR INJURIES**

Any injuries or similar incidents must be noted in the Society Diary and details recorded on an Accident/Injury Form (# 016); in the case of a risk control issue, they must be referred to the Management Committee.

If there is a serious health issue or injury, ring the ambulance and the person's emergency contact if the person is unconscious. If they are conscious, be guided by their wishes.

Ensure that the person affected view, amend, add to, and/or sign the account of the incident.

### **13.3 FIRST AID KIT SUPPLIES**

First Aid supplies used should be noted in the Society Diary so they can be replaced.

## **14. COMPLAINTS PROCEDURE**

### **14.1 NATURE OF COMPLAINTS**

The Society takes seriously all complaints about inappropriate behaviour and any behaviour which conflicts with the Rules and Bylaws of the Society and/or would bring the Society into disrepute.

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### **14.2 HANDLING COMPLAINTS**

All complaints and reports regarding behaviour of this sort will be handled based on the principles of procedural fairness (natural justice). This means that:

- Confidentiality will be maintained.
- Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and will have the opportunity to respond (give their side of the story).
- Irrelevant matters will not be considered.
- Decisions will be unbiased and fair.
- Any penalties imposed will be fair and reasonable. A person considered to have breached the policy, including make false or malicious allegations, may be subject to a range of measures from a verbal warning up to and including expulsion from the Society.

### **14.3 MAKING A COMPLAINT**

All complaints must be made in writing and must be directed to the Management Committee for resolution.

#### **14.4 RESPONSIBILITY FOR HANDLING A COMPLAINT**

The complaint shall be dealt with by the Management Committee. Any meeting with or between the complainant and respondent shall be mediated by the President with other members of the Management committee present as appropriate. Should the complaint be about the President, the Management Committee shall appoint independent persons to oversee mediation as appropriate.

#### **14.5 COMPLAINT OUTCOMES**

The outcome of any resolution shall be advised to both the complainant and the respondent in writing and shall be binding.

There is no further avenue for appeal, except in the case of termination of membership. (See Society Constitution, Rules 11 and 12)

Should any parties not accept the outcome of the mediation, their only recourse is to surrender their membership of the Society.

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## 15. APPENDIX 1

CO-PATRONS

Mayor Jon Raven

Cr Lisa Bradley

### OFFICE HOLDERS AND COMMITTEES 2024/2025

#### MANAGEMENT COMMITTEE

##### Society Executive

President: Rob Thomson	badbob9+mang@icloud.com
Vice-President: Graham Pople	gpople@outlook.com
Secretary: Marina Bruno	marinabruno164@gmail.com
Treasurer: Chris Bell	crissy225@hotmail.com

##### Committee Members

Linda Hayes	linhayesau@optusnet.com.au
Pam Hayes	pamhayes@bigpond.com
Esma King	essy88@bigpond.com
Trevor Reynolds	tbag4857@yahoo.com.au

#### OFFICE HOLDERS

POSITION	NAME	POSITION	NAME
GRANTS OFFICER	Dianna Ottaway frogsholler@bigpond.com	ORAL HISTORIAN	
GUEST SPEAKER LIAISON	Elizabeth Lamb lizbarry.lamb@gmail.com	PUBLICITY OFFICER	Robert Thomson badbob9+mang@icloud.com
IT EQUIPMENT ADMINISTRATOR	Dianna Ottaway frogsholler@bigpond.com	SAUSAGE SIZZLE CONVENER	Robert Thomson badbob9+mang@icloud.com
JOURNAL EDITOR	Val Watson genieval@bigpond.com	PROJECT MANAGER	
LIBRARIAN	Graham Pople gpople@outlook.com	WEBMASTER	Dianna Ottaway frogsholler@bigpond.com
MEMBERSHIP SECRETARY	Trevor Reynolds tbag4857@yahoo.com.au	EDUCATION OFFICER	
FH AFFILIATE LIAISON	Pam Hayes pamhayes@bigpond.com	H & S SUPERVISOR	Diane Schulz dianeschulz97@gmail.com

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## COMMITTEES

NAME	MEMBERS
PROJECTS	Management Committee
ENQUIRY RESEARCH	Val Watson, Esma King, Pam Hayes
FUNDRAISING	Janelle Cochrane

## RESEARCH ROOM SUPERVISORS

NAME	CONTACT	DUTY DAYS
Heather Cuthbert	0450 144 778	Thursday
Pam Hayes	0447 559 012	Saturday
Esma King	0414 320 284	Saturday
Elizabeth Lamb	0412 269 385	Thursday
Dianna Ottaway	0419 729 461	Friday
Diane Schulz	3208 9630	Thursday
Rob Thomson	0412 716 600	Friday
Val Watson	0407 034 841	Saturday
Anne Mitchell		Assists on Management Meeting days

**NOTE:** Duty days vary according to members' requirements, illness, community health alerts, etc. See the current roster for more detail.

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# These fees and charges are outdated - please open Fees\$Charges-2025

## 16. APPENDIX 2

### FEES AND CHARGES (August 2020)

MEMBERSHIP FEES		
TYPE	AMOUNT	NOTES
Individual	\$30	Due on 30 <sup>th</sup> June each year.
Dual	\$45	Due on 30 <sup>th</sup> June each year.
Individual Life	\$450	
Dual Life	\$675	
<u>New Member Offers:</u> <ul style="list-style-type: none"> <li>◆ New members joining between 1 January and 31 March inclusive are offered a 50% discount for that membership year.</li> <li>◆ New members joining between 1 April and 30 June inclusive are offered membership for that membership year and the next for the ordinary annual subscription.</li> </ul>		

VISITOR FEES		
TYPE	AMOUNT	NOTES
Research	\$10 <small>Plus cost of copying and postage</small>	Per session or part thereof.
Research with one on one help	\$40 <small>Maximum Plus cost of copying and postage</small>	A judgement call is made by the society member dependent on time and help given.

RESEARCH FEES (Phone and Email Enquiries)		
TYPE	AMOUNT	NOTES
Non-members Basic Fee	\$15 <small>Per hr or part thereof</small>	Does not include required copying or postage costs.
Non-regional Members	\$15 <small>Per hr or part thereof</small>	Non-regional members are entitled to 3 hrs free research each year.
Black & White Photocopies A4	20¢ each	
Colour Photocopies A4	50¢ each	
Black & White Photocopies A3	40¢ each	
Colour Photocopies A3	\$1 each	
<i>A judgement call regarding fees will be made if there is minimal information available.</i>		

## 17. APPENDIX 3

### STATIONERY AND DOCUMENTS

*These documents are kept in the Management Account on Computer 1.*

#### FORMS

<b>No.</b>	<b>Type</b>	<b>Format</b>
001	Membership Application	PDF
002	Membership Renewal Form	PDF
003a	Research Request Form	PDF
003	Research Request Form	DOCX
004a	Expenses Reimbursement Form	PDF
004	Expenses Reimbursement Form	DOCX
005	AGM Election Nomination Form	PDF
006	Meeting Attendance Form	DOC
007	Permission To Record Form	DOCX
008	General Meeting Agenda Template	DOCX
009	General Meeting Minutes Template	DOCX
009T	General Meeting Minutes Table Template	DOCX
010	Management Meeting Agenda Template	DOCX
011	Management Meeting Minutes Template	DOCX
011T	Management Meeting Minutes Table Template	DOCX
012	Fundraising Proposal	DOCX
013	Fundraising Reconciliation	DOCX
014	Proxy Form Specific	PDF
015	Proxy Form General	PDF
016	Accident Form A	XLSX
017	Accident Form B	XLSX
018	Library Donations	DOCX
019	Payment Record Room	DOCX
020	Payment Record Displays	DOCX
021	Pay Record Money Tin	DOCX

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## NOTICES

<b>No.</b>	<b>Type</b>	<b>Format</b>
001	Everyday Kitchen Duties	DOC
002	Guest Speaker Poster	DOC
003	Library Redirection Sign	DOC
004	AC Door Notice	DOC
005	Books for Sale	DOC
006	Fees & Charges	DOC

## LETTER TEMPLATES

<b>No.</b>	<b>Type</b>	<b>Format</b>
001	Letterhead Blank	DOC
002	Letterhead Blank	PDF
003	Letterhead Form Template	DOT
004	Guest Speaker Confirmation	DOC
005	Letter of Authorisation	DOC

## NEW MEMBER DOCUMENTS

<b>No.</b>	<b>Type</b>	<b>Format</b>
001	Welcome Letter	DOC
002	Members' Interest Form	PDF
003	Research Log	PDF
004	Family Group Chart	PDF
005	Pedigree Chart	PDF
006	British Counties Map	PDF
007	List of Free Sites	PDF

## 18. APPENDIX 4

### ADMINISTRATION CALENDAR

DATE	DEPARTMENT, COMPANY, OTHER	DETAILS	PERSON RESPONSIBLE	FINAL DEADLINE
January	ACNC	Check that the annual return was completed and sent after AGM	Secretary, Treasurer	31st January
March	Gallagher's & History Qld	Insurance renewal: contents and public liability	Secretary, Treasurer	31st March
August	AGM planning	Annual Report preparation Nomination forms prepared	Secretary	Nom. Forms: 6 weeks prior to AGM Annual Report: 2 weeks prior to AGM
September	AGM planning	Distribute AGM agenda, previous minutes, relevant documents, collect all nominations	Secretary	Two weeks prior to AGM
September	AGM planning	Post notice of nominations received	Secretary	One week prior to AGM
October	ACNC	Submit Annual Report to AIS (post or online), file copy, make payment	Secretary & Treasurer	31st January
	GCBF	Update details: committee names and EOFY report.	Secretary & Treasurer	31st December
	ATO	Update details: committee names and EOFY report, Form NAT2943	Secretary	31st December
	BFA&C and LCC	Submit Annual Report	Secretary	31st October
December	Gallagher's	Submit Insurance declaration	Secretary	31st January

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