



CONSTITUTION

Revision 19 October 2019

**Based on the model Constitution
Under the Associations Incorporation Act 2009**

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BROKEN HILL HISTORICAL SOCIETY INCORPORATED CONSTITUTION

Part 1 Preliminary

1. Definitions

(1) In this constitution:

Director–General means the Director-General of the Department of Services, Technology and Administration.

society means the Broken Hill Historical Society Incorporated.

constitution means this constitution and all supplementary substituted or amending clauses for the time being in force.

Executive members means members of the committee elected as the office-bearers of the society.

secretary means:

- a) The person holding office under this constitution as secretary of the society, or
- b) If no such person holds that office-the public officer of the society.
- c) Special general meeting means a general meeting of the society other than an annual general meeting.

ordinary committee member means a member of the committee who is not an office-bearer of the society.

special general meeting means a general meeting of the society other than an annual general meeting

the Act means the *Association Incorporation Act 2009*

the Regulation means the *Associations Incorporation Regulation 2010*

(2) In the constitution:

- a) a reference to a function includes a reference to a power, authority and duty, and
- b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part 2 Membership

2. Membership generally

- (1) A person is eligible to be a member of the society if:
- a) the person is a natural person, and
 - b) the person has been nominated and approved for membership of the society in accordance with clause 3.

3. Nomination for Membership

- (1) A nomination of a person for membership of the society:
- a) must be made by a member of the society in writing in the form set by the society and
 - b) must be lodged with the secretary of the society.
- (2) As soon as practicable after receiving the nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
- a) notify the nominee, that the committee approved or rejected the nomination, or is informed at a general meeting, and
 - b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt of the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee, register the name in the records and the nominee becomes a member of the society.

4. Cessation of Membership

- (1) A person ceases to be a member of the society if the person:
- a) dies, or
 - b) resigns membership, or
 - c) is expelled from the society, or

- d) fails to pay the annual membership fee (under clause 8 (2), within 3 months after the fee is due.

5. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the society:
 - a) is not capable of being transferred or transmitted to another person, and
 - b) terminates on cessation of the person's membership.

6. Resignation of Membership

- (1) A member of the society may resign from membership of the society by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the society ceases to be member under sub-clause (1), an in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of members

- (1) The public officer of the society must establish and maintain a register of members of the society specifying the name and residential address postal address of each person who is a member of the society.
- (2) The register of members must be kept in New South Wales:
 - a) at the main premises of the society, or
 - b) if the society has no premises, at the society's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the society at any reasonable hour.
- (4) A member of the society may obtain a copy of any part of the register on payment of a fee nominated by the secretary for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to that person, other than for:

- a) the purpose of sending the person a newsletter, a notice in respect to a meeting or other event relating to the society or other material relating to the society, or
- b) any other purpose necessary to comply with a requirement of the Act or Regulation.

8. Fees and Subscriptions

- (1) A member of the society must, on admission to membership, pay to the society a fee as determined by the committee.
- (2) In addition to any amount payable by the member under sub-clause (1) a member of the society must pay to the society an annual membership fee the amount determined by the committee at prior to the Annual General meeting.

9. Members' Liabilities

The liability of a member of the society to contribute towards the payment of the debts and liabilities of the society or the costs, charges and expenses of the winding up of the society is limited to the amount, if any, unpaid by the member in respect of membership of the society as required by clause 8.

10. Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the society:
 - a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - b) has willfully acted in a manner prejudicial to the interest of the society.
- (2) The committee may refuse to deal with the complaint, if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - c) must cause notice of the complaint to be served on the member concerned, and
 - d) 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
 - e) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the society or suspend the member from membership of the society 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 and the expulsion or suspension is warranted in the circumstances.

- (10) 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.

Part 3 Committee

11. Powers of the committee

- (1) Subject to the Act, the Regulation and this constitution and to any resolution passed by the society in general meeting, the committee:
- a) is to control and manage the affairs of the society, and
 - b) may exercise all such functions as may be exercised by the society, other than those functions that are required by this constitution to be exercised by a general meeting of members of the society, and
 - c) has the power to perform all such acts and do all such things as appear to the committee to be necessary or desirable to the proper management of the affairs of the society.

12. Composition and membership of committee

- (1) The committee is to consist of:
- a) the office-bearers of the society, to be known as the Executive, and
 - b) at least three ordinary committee members, each whom is to be elected at the annual general meeting of the society under clause 13.
- (2) The total number of the committee members is to be at least seven
- (3) The office-bearers of the society known as the Executive are as followed:
- a) President
 - b) Vice President / Presidents
 - c) Secretary
 - d) Treasurer
- (4) A committee member may hold up to two offices (other than both the president and vice-president offices)

- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

13. Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Broken Hill Historical Society Inc or as ordinary committee members:
 - a) must be made in writing signed by two members of the society and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination, and
 - b) must be delivered to the secretary of the society at least seven days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) A ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the society must be a member of the society.

14. Presiding Member

- (1) The president or in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the society.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.

15. Vice-President

- (1) Shall carry out the president's duties in the absence of the president.

16. Secretary

- (1) Is the person who holds office under this constitution, as secretary of the Broken Hill Historical Society Inc.
- (2) The secretary of the society must, as soon as practicable after being appointed as secretary, lodge notice with the society of his or her address.
- (3) It is the duty of the secretary to keep minutes of:
 - a) all appointments of office-bearers and member of the committee, and
 - b) the names of members of the committee present at a committee meeting or a general meeting, and
 - c) all proceedings at committee meetings and general meetings.
- (4) Minutes of proceedings at a meeting must be signed by chairperson of the meeting or by the chairperson of the next succeeding meeting.

17. Treasurer

- (1) It is the duty of the treasurer of the Broken Hill Historical Society Inc to ensure:
 - a) that all money due to the society is collected and received and that all payments authorised by the society are made, and
 - b) that correct books and accounts are kept showing the financial affairs of the Broken Hill Historical Society Inc, including investing the term deposits when necessary.
 - c) All payments shall be made by cheque or Internet banking, the signatories to which shall be two of the following: president, secretary or treasurer.
- (2) At each general meeting the treasurer shall produce a statement indicating the financial position of the society.
- (3) The statement of accounts, duly certified by an auditor, shall be presented by the treasurer at the annual general meeting.

18. Casual Vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the society to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- a) dies, or
 - b) ceases to be a member of the society, or
 - c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - d) resigns from office by notice in writing given to the secretary, or
 - e) is removed from office, or
 - f) becomes a mentally incapacitated person, or
 - g) is absent without the consent of the committee from three consecutive meetings of the committee, or
 - h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three months, or
 - i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

19. Removal of Committee Members

- (1) The society in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in sub-clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the society, the secretary or the president may send a copy of the representations to each member of the society or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20. Committee Meetings and Quorum

- (1) For any committee meeting a quorum of three executive members and two ordinary committee members is required. All important decisions to be referred for ratification to a general meeting.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.

- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under sub-clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any three members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same time in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At the meeting of the committee:
 - a) the president or, in the president's absence, the vice-president is to preside, or
 - b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

21. Delegation by Committee to Sub-Committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the society as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a) this power of delegation, and
 - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.
- (8) A sub-committee may be formed when and as required at a general meeting.
- (9) The chairperson for any sub-committee shall be appointed at a general meeting.
- (10) The chairperson of any such sub-committee shall report to the next general meeting as to the progress of the sub-committee.

Part 4 General Meetings

22. Annual General Meeting – holding of

- (1) The society must hold its annual general meeting:
 - a) within 6 months after the close of the society's financial year, or
 - b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

23. Annual General Meetings – calling of and business at

- (1) The annual general meeting of the society is, subject to the Act and to clause 23, to be convened on the second Monday in March of each year, at the Ralph Wallace Research Centre, 165 Wolfram Street, unless otherwise determined by the committee.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - b) to receive from the committee reports on the activities of the society during the last preceding financial year,

- c) to elect office-bearers of the society (the Executive) and ordinary committee members,
 - d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.
- (4) The committee shall, prior to annual general meeting, recommend what the subscription should be for the ensuing year. Such recommendation shall be put to the annual general meeting for its decision. The majority of members at the annual general meeting may accept, reject or vary such recommendation.
- (5) Subscriptions shall be due and payable at the annual general meeting of each year. Membership lapses if dues are not paid by the June meeting. Only financial members may be permitted to speak debate or vote at any meeting. Visitors may speak at the invitation of the Chairperson.

24. Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the society.
- (2) The committee must, must specify the general nature of the business.
- (3) A requisition of member for a special general meeting:
 - a) must state the purpose or purposes of the meeting, and
 - b) must be signed by the members making the requisitions, and
 - c) must be lodged with the secretary, and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 months after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in sub-clause (4) must be convened as nearly as is practicable in the same manner as general meeting are convened by the committee.

25. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the society, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the society, the secretary must, as least 21 days before the date fixed for the holding of a general meeting, cause notice to be given to each member specifying, in addition to the matter required under sub-clause (1) the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 24 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26. Quorum for General Meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a) If convened on the requisition of members, is to be dissolve, and
 - b) In any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

27. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in sub-clauses (1) and (2), notices on an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not require to be given.

28. Making of Decisions

- (1) A question arising at a meeting of the society is to be determined by a show of hands, or if on the motion the chairperson or 5 or more members present at the meeting.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or lost, an entry to that effect recorded in the minute book of the society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

29. Special Resolutions

A special resolution may only be passed by the society in accordance with section 39 of the Act.

30. Voting

- (1) On any question arising at a general meeting of the society a members has on vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the society unless all money due and payable by the member to the society has been paid.
- (4) A member is not entitled to vote at any general meeting of the society if the member is under 18 years of age.

31. Proxy Votes Not Permitted

Proxy voting must not be undertaken at or in respect of general meeting.

Part 5 Miscellaneous

32. Insurance

The Broken Hill Historical Society Inc may effect and maintain insurance.

33. Funds – Source

- (1) The funds of the society are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the society in general meeting, such other sources as the committee determines.
- (2) All money received by the society must be deposited as soon as practicable and without deduction to the credit of the society's bank or other authorized deposit taking institution account.
- (3) The society must as soon as practicable after receiving any money, issue an appropriate receipt.

34. Funds – Management

- (1) Subject to any resolution passed by the society in general meeting, the funds of the society are to be used in pursuance of the objects of the society in such manner as the committee determines.
- (2) All cheque, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee authorised to do so by the committee.

35. Change of name, objects and Constitution

- (1) An application to the Director-General for registration of a change in the society's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.
- (2) Any amendment to this constitution shall be by the passing of a special resolution.
- (3) The Broken Hill Historical Society Inc must apply for registration of the changes within 28 days of the special resolution and the application must:
 - a) be in the approved NSW Government Fair Trading form A6, and
 - b) include details of the proposed change.

36. Custody of Books etc

Except, as otherwise provided by this constitution, 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 society.

37. Inspection of Books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the society at any reasonable hour:
 - a) records, books and other financial documents of the society,
 - b) this constitution,
 - c) minutes of all committee meetings and general meetings of the society.
- (2) A member of the society may obtain a copy of any of the documents referred to in sub-clause (1) on payment of a fee as determined by the society for each page copied.

38. Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - a) by delivering it to the person personally, or
 - b) by sending it by post to the address of the person, or
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b) in the case of a notice sent by post, on the date when it would have been delivered in the ordinary course of post.

39. Life and Honorary Membership

At the recommendation of the Executive committee to the annual general meeting, life or honorary membership may be conferred on a member for outstanding services rendered. Such recommendation must be passed by a majority of members present at such meeting.

40. Rules for Members

- (1) Members need to be sensitive to the opinions and views of others.

- (2) Members may not disclose private information about the Broken Hill Historical Society Inc or its finances.
- (3) Any donations received through the Broken Hill Historical Society Inc for any venue must be endorsed by the Executive committee.
- (4) All outgoing mail in relation to the Broken Hill Historical Society Inc needs to be given to the secretary to be posted.
- (5) All correspondence relating to the Broken Hill Historical Society Inc should come through the post office box and be recorded in the minutes.

41. Financial Year

The financial year of the society is:

- a) The period of time commencing on the date of incorporation of the society and ending on the following 31 December and
- b) Each period of 12 months after the expiration of the previous financial year of the society, commencing 1 January and ending on the following 31 December.

Note: Schedule 1 of the Act provides that an association constitution is to address the association's / society's financial year.

42. Not for Profit Clauses

- (1) Non-profit clause

'The assets and income of the society shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the society except as *bona fide* compensation for services rendered or expenses incurred on behalf of the organisation.'

- (2) Dissolution clause

'In the event of the society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any organisation with similar purposes which is not carried on for the profit or gain of its individual members.'

43. Publicity

The Executive committee may appoint one of its members to be responsible for all publicity and media releases on behalf of the Broken Hill Historical Society Inc.

44. Revocation Clause

- (1) If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following

assets shall be transferred to another organisation with similar objects, which is charitable by law, to which income tax deductible gifts can be made:

- a) Gifts of money or property for the principal purpose of the organisation.
 - b) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation.
 - c) Money received by the organisation because of such gifts and contributions.
- (2) The revocation clause only applies to the deductible gift recipient, not the Broken Hill Historical Society Inc.

This constitution was adopted at a duly constituted general meeting of the Broken Hill Historical Society Inc.

Date

Signed President

Signed Secretary

Accepted by the Office of Fair Trading: