

RULES OF THE MEDICAL HISTORY SOCIETY OF VICTORIA

A0033978Y

A Branch of the Australian and New Zealand Society for the History of Medicine.

1. NAME

The name of the incorporated association is the Medical History Society of Victoria Incorporated (in these Rules called MHSV,) a branch of the Australian and New Zealand Society for Medical History. The purposes of MHSV are:

- a. the association in Victoria of a society of persons interested in the history of medicine;
- b. The encouragement in Victoria of the study of their history of medicine and the development of critical standards in the field;
- c. The organization in Victoria of conferences, meetings and discussion groups for the presentation of papers, dissertations and other matters relating to the history of medicine; and
- d. To encourage the preservation of historical material relative to the history of medicine.

2. INTERPRETATION

2.1 Definitions

In these Rules, unless the contrary intention appears:

“ANZSHM” means the Australian and New Zealand Society of the History of Medicine

“Act” means the Associations Incorporations Act 1981, amended 1997,

“Annual General Meeting” means the annual general meeting convened in accordance with Rule 8;

“Committee” means the committee established in accordance with Rules 20-23;

“Financial Year” means the calendar year ending on December 31st;

“General Meeting” means a general meeting of Members convened in accordance with Rule 11 and includes an Annual General Meeting and a Special General Meeting;

“Member” means a member of ANZSHM and MHSV and includes life members and concessional fee members; and “Membership” means membership of ANZSHM and MHSV;

“Officer” means an officer of MHSV under Rule 21;

“President” means president of MHSV for the time being appointed in accordance with these Rules;

“Public Officer” means the Public Officer of MHSV appointed from time to time in accordance with the Act;

“Registrar” means the Registrar of Incorporated Associations and includes the Deputy Registrar and Assistant Registrar of Incorporated Associations

“Regulations” means regulations under the Act;

“Special General Meeting” means a special general meeting of members convened in accordance with Rule 10;

“Statement of Purposes” means the statement of purposes of MHSV;

“Treasurer” means the treasurer of MHSV for the time being appointed in accordance with these Rules;

“Vice-President” means the vice-president of MHSV for the time being appointed in accordance with these Rules.

2.2 Secretary

In these rules, a reference to the Secretary is a reference:

- a. where a person holds office under the Rules as Secretary of MHSV – to that person; and**
- b. in any other case, to the Public Officer of MHSV**

2.3 Construction

Words or expressions contained in these Rules shall be interpreted in accordance with the Interpretation of Legislation Act of 1984 and the Act in force from time to time.

3. MEMBERSHIP.

3.1 Eligibility

Any person who is a member of ANZSHM is also a member of MHSV.

3.2 Life Members

Life members of ANZSHM will be entitled to all the privileges of membership of MHSV but shall not be liable to pay an subscription.

3.3 Nomination of Life Members

Any person may be recommended by two members in writing to the Committee of MHSV for presentation to the Council of ANZSHM whose authority includes the election of Life Members.

3.4 Register of Members.

The Secretary of ANZSHM will make a list of members, their addresses, date of admission (and resignation when this occurs) available to the Secretary and Treasurer of MHSV as appropriate and notify MHSV of new members.

3.5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of ANZSHM and MHSV:

3.5.1 is not capable of being transferred or transmitted to another person

3.5.2 terminates on cessation of a person's membership

3.6 Voting

Only financial members of ANZSHM and hence MHSV will have the right to vote at meetings.

4. RESIGNATION OF MEMBERSHIP

A member of ANZSHM and MHSV is not entitled to resign that membership except in accordance with this rule.

A member of ANZSHM and MHSV who has paid all amounts payable by the members in respect of the member's membership may resign from membership by first giving written notice to the secretary of MHSV at least 30 days (or other such period as the ANZSHM committee shall determine) of the member's intention to resign. The MHSV secretary shall notify the ANZSHM secretary of this intention. On the expiration of the period of this notice, the member ceases to be a member.

If a member ceases to hold membership under clause 4.2, and in every other case where a members ceases to hold membership the secretary of ANZSHM must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

5. FEES AND SUBSCRIPTIONS

A member of ANZSHM and MHSV must on admission to membership pay such entry fee and annual fee as determined by the committee of ANZSHM

The members of ANZSHM in general meeting may approve a concessional annual subscription for such classes as may be agreed by the resolution.

A member other than a life member who fails to pay the annual subscription for two years shall cease to be a member of ANZSHM and MHSV when the second subscription falls due on the first day of March.

6. GENERAL AND ANNUAL MEETINGS

General meetings

Four general meetings shall be held each year as determined by the committee of MHSV

Annual General Meeting

The first of the General Meetings specified in Rule 6.1 shall be deemed the Annual General Meeting

Notice of Annual General Meeting

The Annual General Meeting shall be specified as such in the notice convening it.

Ordinary business.

The ordinary business of an annual general meeting shall be:

- a. To confirm the minutes of the preceding Annual General Meeting and any General Meeting held since that meeting;**
- b. to receive from the Committee reports upon the transactions of MHSV during the preceding financial year;**
- c. to receive and vote upon the financial statement of MHSV which is to be forwarded to Consumer Affairs, Victoria by the Public Officer;**
- d. at every second Annual Meeting only to elect the Officers and Ordinary Members of the Committee of MHSV**

- e. Special business of which notice is given in accordance with these rules may be transacted.

7. SPECIAL GENERAL MEETINGS

All General Meetings other than the four specified in rule 6 shall be called Special General Meetings

Convening the Meetings

A special General Meeting may be convened at the discretion of the Committee or on receipt of a written request signed by not less than 10% of the total number of members of MHSV.

Objects of Meetings

The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the Secretary (if the meeting is convened by the Committee,) or by the members making the requisition and sent to the address of the Secretary

8. NOTICE OF MEETING

Notice to members

The Secretary shall at least 14 days before the date fixed for the holding of a General Meeting cause to be sent to each member of MHSV at the address in the Register of Members (provided by ANZSHM) a notice by pre-paid post stating the place, date and time of the General Meeting and the nature of business to be transacted

Business of the General Meeting

No business other than that set out in the notice convening the meeting shall be transacted at the general meeting

Other Business

A member desiring to bring any business before a General Meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after receipt of the notice

9. PROCEDURE AT MEETINGS

No business without a quorum

No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item

Quorum

A quorum shall comprise not less than one-fifth of the financial members of MHSV as registered with ANZSHM

No quorum

If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the General Meeting if convened upon the requisition of Members shall be dissolved and in any case shall be adjourned to such time and place as the Chairperson may determine' and if at the adjourned General Meeting the quorum is not present within half an hour of the time appointed for the commencement of the General Meeting, the members present (being not less than three) shall be a quorum,

10. CHAIRMAN OF GENERAL MEETINGS

The President is Chairman

The President or, in the President's absence, the Vice-President shall preside as Chairperson at each General Meeting

Election of Another Chairman

If the President and Vice-President are absent from a General Meeting, the Members present shall select one of their number to preside as Chairperson of that General Meeting

11. ADJOURNED GENERAL MEETINGS

Chairman may adjourn a General Meeting

The Chairperson of a General Meeting at which a quorum is present may, with the consent of the General Meeting, adjourn the General Meeting from time to time and place to place, but no business shall be transacted at the adjourned

General Meeting other than the business left unfinished at the General Meeting at which the adjournment took place

Notice of adjourned General Meeting

Where a General Meeting is adjourned for 14 days or more, a like notice of the adjourned General Meeting shall be given as in the case of the General Meeting

No notice

Except as provided in Rule 11.2, it is not necessary to give notice of an adjournment of the business to be transacted at the adjourned General Meeting.

12. DETERMINATION OR QUESTIONS

A question arising at a General Meeting shall be determined on a show of hands and, unless before or on declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on the show of hands, been carried or carried unanimously or lost; and an entry to that effect in the Minute Book of MHSV is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution

13. VOTING

Each member has one vote only on any question arising at a General Meeting.

All votes shall be given Personally or by Proxy

Casting vote

In the case of an equality of voting on a question, the Chairperson of a General Meeting shall be entitled to exercise a second or casting vote

14. POLL

Demand for a Poll

If at a General Meeting a poll on any question is demanded by not less than five members, it shall be taken at that General Meeting in such a manner as the Chairperson shall direct and the resolution of the poll shall be deemed to be a resolution of the General Meeting on that question

Time for taking Poll

A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such time before the close of the General Meeting as the Chairperson may direct

15. PROXIES

Another Member

Each Member is entitled to appoint another Member as a proxy by notice given to the Secretary not later than 24 hours before the time of the General Meeting in respect of which the proxy is appointed

Form of Proxy

The notice appointing the proxy shall be in the form set out in Appendix 2