

# THE LIBRARY SOCIETY CONSTITUTION

## NAME:

The name of the Society shall be The University Library Society.

## OBJECTS:

To support the Library of Central Queensland University, Mackay Campus (hereinafter called the University Library, Mackay) in such ways and by such means as the Society may from time to time determine, and, in particular:

- (a) to discuss and promote the knowledge and enjoyment of books;
- (b) to seek out and enable the Central Queensland University to acquire for the Library by purchase, gift or otherwise, any books, manuscripts, photographs, prints, paintings or other materials which may be considered to be of use to the Library; and to assist and support the Library in the care, maintenance and preservation of its collections;
- (c) to obtain gifts of money or other property whether real or personal for the University, to be used for the purpose of the Library;
- (d) to publish or assist the publication of any work consistent with the objects of the Society;
- (e) to co-operate and/or associate with any other body or society having similar or allied aims;
- (f) to do all such things as are incidental or conducive to the above objects or any of them.

## MEMBERSHIP:

Any person may become a member on paying the prescribed minimum annual donation and on becoming a member shall be bound by the Constitution of the Society and shall notify his/her address to the Honorary Secretary. Members of the Society shall be classified as follows:

- (a) Ordinary Members;
- (b) Honorary Members;
- (c) Corporate Members;
- (d) Life Members.

The Committee shall have the power to recommend to the Society the election of Honorary Members and Corporate Members.

The University Librarian and the Librarian of University Library Mackay of the Central Queensland University shall be *ex officio* members of the Society.

## DONATIONS:

The minimum donation shall be fixed at the annual general meeting and payable on the first day of March in each year. The minimum donation for corporate members may be different from that fixed for other members.

**BANK AND CHEQUES:**

All monies of the Society shall be paid into an independent account established for The Library Society. All cheques shall be signed by any two of the following:

- (a) The Librarian of University Library, Mackay;
- (b) President;
- (c) Secretary;
- (d) Treasurer.

**MANAGEMENT:**

- (a) The Committee (excluding ex officio members) shall consist of not more than ten or less than four members of the Society and the Committee shall include as ex officio members of the Committee the University Librarian of the University of Central Queensland and the Librarian, University Library Mackay.
- (b) Provided that the Committee, within the limit aforesaid, shall have power to add to its numbers and to fill any vacancy.
- (c) All powers of the Society shall be vested in the Committee subject to control by general meeting.
- (d) The Officers of the Society shall be a President, a Vice-President, Honorary Secretary, Honorary Treasurer and any other officer determined by the Committee.
- (e) The Society may have a Patron or Patrons to be elected by the Committee.
- (f) The Committee shall define the duties of the Officers.
- (g) The Committee shall hold meetings from time to time as it thinks fit.
- (h) The meetings of the Committee shall be presided over by the President or Vice-President, who shall be elected by the Committee and, in their absence, any member of the Committee shall be elected Chairperson of any particular meeting.
- (i) The Committee shall act by resolution of the members and all questions shall be decided by a majority vote. Each member shall have one vote. The Chairperson of any meeting shall have a casting vote only. The quorum shall be half the total membership of the Committee plus one.
- (j) There shall be an Executive Committee consisting of the President, the Vice-President, Secretary and Treasurer.
- (k) The Committee and Officers shall be elected annually by the members of the Society in general meeting.
- (l) The Committee shall have power to make by-laws to supplement the Constitution of the Society, but any such by-laws must first be approved by the Society in general meeting.
- (m) The Committee shall, at its absolute discretion, have the power to waive or vary the payment of the annual donation for any member in special circumstances which circumstances shall include the acceptance of gifts of materials suitable for the University Library Mackay Collection or services rendered to the Society.
- (n) Any money received by the Society for its purposes or raised by the Society shall, after deduction of any expenses incurred in relation thereto, forthwith be paid to the University for the purposes of the Library and shall be disbursed by the Library for those purposes in such manner as the Committee shall direct provided that if any such monies have been held by the Library for a period of twenty-four (24) months and no direction has been received from the Committee then they shall be disbursed for those purposes as the Mackay Librarian shall direct.
- (o) Gifts of property offered to the Society shall, at the discretion of the University Librarian, be received in the name of Central Queensland University and shall form part of the University Library Mackay.

- (p) All other property received which is not included in the University Library Mackay Collection shall be held by the Society and disposed of at the discretion of the Committee in the furtherance of the objects of the Society.

### **MEETINGS OF THE SOCIETY:**

- (a) The Committee shall meet whenever it may be considered necessary for the despatch of business and shall be summoned for that purpose by the Honorary Secretary by notice served on the several members of the Committee provided that any five members of the Committee may summon a meeting of the Committee and on receipt of any such request in writing the Honorary Secretary shall summon such meeting by notice served on the several members of the Committee.
- (b) The President, if present, shall be entitled to preside at all meetings of the Committee but, if at any time, the President shall not be present within fifteen minutes after the time appointed for holding the meeting, the Committee shall choose one of its number present to be Chairperson of the meeting.

### **MINUTES:**

The Committee shall cause proper minutes to be kept of all appointments to office and of the proceedings at all meetings of the Society and of the Committee and of all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed by the Chairperson of such meeting or by the Chairperson of the next succeeding meeting shall be sufficient evidence without any further proof of the facts therein stated.

### **DEEDS AND DOCUMENTS:**

All deeds, documents and instruments necessary or proper to be executed on behalf of the Society shall be executed by any two of the following:

- (a) The University Librarian;
- (b) The Librarian of University Library Mackay;
- (c) Any member of the Executive;
- (d) By such other person or persons as the Committee may from time to time nominate for that purpose.

### **GENERAL MEETINGS:**

- (a) A General Meeting shall be held once in every year at such time and place as the Committee may determine. At the Annual General Meeting a report shall be presented of the transactions and financial position of the Society. The President may at any time for any special purpose call a Special General Meeting and shall do so forthwith upon the requisition in writing of any eight (8) members setting out the purpose for which the meeting is required.
- (b) Each financial member of the Society shall be entitled to vote at a General Meeting and any member, whether ordinary or corporate, shall have one vote.
- (c) The quorum for a General Meeting shall be ten (10) members.
- (d) At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands by a majority of the members present in person and entitled to vote and a declaration by the Chairperson that resolution has been carried or lost shall be conclusive thereof.

**ALTERATION OF THE CONSTITUTION:**

The Constitution may be altered, repealed, added to or amended by resolution at any annual or other general meeting provided that notice of motion be given twenty-one (21) days before the date on which the meeting is to be held.

**DISSOLUTION:**

If at any general meeting a resolution shall be passed for the dissolution of the Society at any meeting when not less than one-third of the members of the Society are present the Society shall be dissolved and after providing for all liabilities the residue of the property of the Society shall be paid or delivered to the Central Queensland University for the purposes of the University Library Mackay.