



THE CONSTITUTION

OF

THE AUSTRALIAN LEBANESE HISTORICAL SOCIETY

INC.

Record of major amendment:

2 June 2000 and registration of the ALHS and Constitution

Record of minor amendment:

4 November 2017 AGM

Record of amendments especially to accommodate increased activities by branches:

15 May 2021 AGM

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PART 1 ESTABLISHMENT

Clause 1 Name and Objects

1. The name of the society is The Australian Lebanese Historical Society.
2. The purpose and objects of the society are:
 - a) to encourage and assist in the development and maintenance of repositories of archives on the history of Lebanese migration to and settlement in Australia
 - b) to encourage and assist in the maintenance of the records evidencing the history of Lebanese migration to and settlement in Australia
 - c) to promote study and scholarship related to the history of Lebanese migration to Australia
 - d) to promote study of and to publicise contributions made by the Lebanese community to Australia
 - e) to give, subscribe or guarantee money for charitable or benevolent purposes as determined by the board and approved by an annual general meeting
 - f) to take any gift or property, whether subject to any special trust or not, for any one or more objects of the society
 - g) to do all reasonable things incidental or conducive to attaining the objects of the society and/ or exercising the powers of the society.

Clause 2 Definitions

1. In this constitution:

bank account means any and all bank or other deposit-taking institution account held by and in the name of the society or branch of the society.

board means the governance body of the society, as constituted by elections held and / or nomination made pursuant to this constitution

branch means any branch of the society created in accordance with this constitution and in existence for the time being

director means a member of the board of the society

office-bearer means the members described in clause 14 (3)

meeting means a meeting of the members of the society

membership registrar means the person holding office under this constitution responsible for duties related to establishing and maintaining a membership register pursuant to Clause 7.

secretary means:

- a. the person holding office under this constitution as secretary of the society
or, if no person holds that office
- b. the public officer of the society

special resolution means a resolution in writing which must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution and passed at a meeting of the society by at least three-quarters of the votes cast by members of the society who are entitled to vote on the proposed resolution

the financial year of the society means the calendar year

the Act means *the Associations Incorporation Act 2009* (NSW)

the Regulation means the Associations Incorporation Regulation 2016 (NSW).

treasurer means the person who holds office under this constitution responsible for the funds and financial records of the society including the funds of branches of the society.

2. In this constitution:
 - a) reference to a function includes reference to a power, authority and duty
 - b) 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* (NSW) apply to and in respect of this constitution.

Clause 3 Funds

1. The funds of the society are to be derived from the annual membership fees of members, donations, fund raising events the board determines and, subject to any resolution passed by the society in general meeting, any other sources that the board determines.
2. The society shall:
 - a) Establish a bank account as determined by the board; and
 - b) The bank account shall be managed by the treasurer and / or branch treasurer pursuant to clause 17.
3. All money received by the society must be deposited as soon as practicable and without deduction to the credit of the society at the relevant bank account with identification of payer and purpose of the payment.
4. The society shall maintain a public fund titled *The Australian Lebanese Historical Society Cultural Fund* for the following uses only:
 - a) to hold all gifts of money or property received by the society
 - b) to hold all money received because of gifts to the society (including interest accrued)
 - c) to make expenditure for or towards the society's purposes and objects
 - d) upon winding up of the society to transfer all of the fund in accordance with clause 34 of this constitution.
5. Subject to any resolution passed by the society in general meeting, the funds of the society are to be used solely to pursue the purposes and objects of the society in the manner that the board determines.

6. The society and its members must not conduct affairs so as to provide a pecuniary gain for any of its members, including must not:
 - a) carry on any activity for the purpose of securing pecuniary gain for a member of the society
 - b) have capital divided into shares or stock held by members of the society
 - c) hold property in which members of the society have a disposable interest directly or indirectly.
7. The society does not provide pecuniary gain for a member of the society merely because of any of the following:
 - a) the society itself makes a pecuniary gain, unless that gain or any part of it is divided among or received by the society's members or any of them
 - b) members of the society derive pecuniary gain through the enjoyment of facilities or services provided by the society for social, recreational, educational or other like purposes
 - c) members of the society derive pecuniary gain from the society by way of *bona fide* payment of remuneration
 - d) members of the society derive pecuniary gain from the society of a kind which they could also derive if they were not members of the society
 - e) members of the society compete for trophies or prizes in contests directly related to the objects of the society.
8. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members who are authorised by the board to be signatories.

PART 2 MEMBERSHIP

Clause 4 Membership generally, as honorary life member, or patron

1. A person is eligible to be a member of the society if:
 - a) the person is a natural person and of Lebanese ancestry or related by family partnership or is a friend and supporter of the objects of the society; and
 - b) the person has applied and been approved for membership in accordance with this constitution.
2. Where a recommendation has been made to the board that a member has provided exceptional or distinguished service to the society, the board may grant life membership to that member.
3. The patron or patrons of the society may be appointed by resolution of the board and approved by special resolution of the society.

Clause 5 Application for membership

1. An application for membership of the society:
 - (a) must be made in writing in the form determined by the board
 - (b) must be lodged with the secretary who shall acknowledge receipt and forward a copy to each director.
2. As soon as practicable after receiving an application the board is to determine whether to approve or reject the application and advise the secretary.
3. After the board makes its determination on an application for membership, the secretary shall, as soon as practicable:
 - a) notify the applicant of the board's determination, in writing; and

- b) where the application has been approved, request the applicant pay the annual membership fee within 28 days.
- 4. On payment of the annual membership fee, the secretary shall cause the name and contact details of the new member to be given to the membership registrar for entry to the register of members and, on the name being so entered, the applicant becomes a member of the society.
- 5. The board shall not be required to provide reasons for refusing an application for membership.

Clause 6 Membership

- 1. To remain a member of the society a member must pay to the society the annual membership fee.
- 2. Each financial year, the society shall send, to each member, the invoice for membership fee for the following financial year, or financial years.
- 3. The membership registrar shall advise the board of all membership fees unpaid and overdue at 3 months of the invoice for membership having been sent.
- 4. A right, privilege or obligation of a member:
 - a) is not capable of being transferred or transmitted to another person
 - b) terminates on cessation of the person's membership.
- 5. Each member must notify the membership registrar in writing of any change of their details in the register of members, within one month of the change occurring.
- 6. A member is not liable to make contribution towards the payment of the debts and liabilities of the society or the costs, charges and expenses of winding up the society.

Clause 7 Membership Registrar Duties

- 1. The membership registrar shall be
 - a) a member of the society; and
 - b) appointed by the board annually at the first meeting of the board that occurs immediately after the election of the board pursuant to clause 15(6)
 - c) replaced as the board determines if, for any reason, the membership registrar position becomes vacant before the next annual election of the board.
- 2. The membership registrar shall establish and maintain a register of members of the society specifying for each member:
 - a) their name
 - b) their contact details, including any preference contact details for notices from the society to be sent
 - c) branch to which the member belongs from time to time
 - d) date the person became a member or changed branch to which they belong
 - e) date the member ceased to be a member
 - f) date /s and position/s held within the society.
- 3. The membership registrar shall cause the register of members to be kept in New South Wales:
 - a) at the main premises of the society
 - b) if the society has no main premises, at the premises of the public officer.

4. All notices given in accordance with paragraph 2(b) above will be considered fully received by that member.
5. The register of members shall be open for inspection, subject to any privacy laws, free of charge, to any member of the society by arrangement.
6. A member of the society, subject to any privacy laws, may obtain a copy of any part of the register of members on payment of a reasonable fee.
7. If a member requests that any information contained on the register of members about the member (other than the member's name) not be made available for inspection that information must not be made available for inspection.
8. A member must not use information about a member obtained from the register of members enabling contact or material to be sent to the member, other than for:
 - a) A purpose or material directly relating to the society
 - b) any other purpose necessary to comply with a requirement of law.
9. If the register of members is kept in electronic form, it must be convertible into hard copy.

Clause 8 End of membership

1. A member of the society may resign from membership by giving to the secretary written notice and the membership is ended 14 days thereafter.
2. When a member ceases to hold membership, the secretary shall advise the membership registrar who shall then make an entry in the register of members recording the date on which the member ceased to be a member.
3. Membership ceases immediately the member:
 - a) dies
 - b) is expelled from the society
 - c) fails to pay the annual membership fee within 3 months after the fee is due, but may be re-instated on payment of all arrears.

Clause 9 Resolution of disputes by mediation

1. A dispute between a member and another member (in their capacity as members) of the society, or a dispute between a member or members and the society, are to be referred to either:
 - a) mediation under the *Community Justice Centres Act 1983* (NSW) or to arbitration under the *Commercial Arbitration Act 2010* (NSW) or
 - b) mediation and / or hearing under the *Queensland Civil and Administrative Tribunal Act 2009* (QLD) or
 - c) If the dispute involves other States or Territories mediation procedures as determined by the board to be most appropriate in those circumstances.

Clause 10 Resolution of complaints by the board

1. A complaint may be made to the board by any member of the society that a member of the society (for the purposes of this clause called "the respondent"):
 - a) has refused or neglected to comply with this constitution
 - b) has wilfully acted in a manner prejudicial to the interests of the society.

2. If a complaint involves a director as a respondent to the complaint that director must stand aside from the board until the complaint is resolved.
3. The board may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
4. If the board decides to deal with the complaint, the board must:
 - a) cause notice of the complaint to be served on the respondent
 - b) give the respondent at least 21 days from the time the notice is served within which to make submissions to the board in response
 - c) consider any submissions made by the respondent.
5. Thereafter, the board may expel or suspend the respondent from membership of the society if it is satisfied that:
 - a) the complaint has been proved on the balance of probabilities; and
 - b) expulsion is necessary, or
 - c) suspension is warranted in the best interests of the society.
6. If the board expels or suspends the respondent, the secretary must, within seven days after the resolution is made, cause written notice of this to be given to the respondent and advice of the right to appeal.
7. The expulsion or suspension does not take effect:
 - a) until the expiration of the period within which the respondent is entitled to appeal against the resolution concerned
 - b) if the respondent exercises the right of appeal, until the appeal is concluded.

Clause 11 Right of appeal

1. A member may appeal to the society in a special general meeting against a resolution of the board within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
3. On receipt of a notice from a member under subclause (1), the secretary must notify the board, which is to convene a special general meeting of the society to be held within 28 days after the date on which the secretary received the notice.
4. At a special general meeting of the society convened under sub-clause (3):
 - a) no business other than the question of the appeal is to be transacted
 - b) the board and the member must be given the opportunity to make their respective cases (orally and /or in writing)
 - c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. The appeal is to be determined by a simple majority of votes.

PART 3 BOARD OF DIRECTORS

Clause 12 Board functions

Subject to the law, this constitution and any resolution passed by the society in general meeting, the board has responsibility for the governance of the society, including, but not limited to:

- a) governing the affairs of the society and any branch of the society in accordance with this constitution
- b) promoting and fulfilling the society's purpose and objects.

Clause 13 Board powers

1. Subject to the law, this constitution and any resolution passed by the society in a general meeting, the board:
 - a) is to control and manage the affairs of the society and branches of the society
 - b) may exercise all the functions that 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
 - c) has power to perform all the acts and do all reasonable things necessary or desirable for the proper management of the affairs of the society.
2.
 - a) a director must declare to the board any financial interest they have in respect of a contract being considered by the board
 - b) any director may require a director who is, or may be, interested or concerned in a financial interest to have that interest referred to a special general meeting for consideration and determination as to approval or otherwise.
3. The board may constitute committees as the board determines in writing and such committees shall at all times comply with the directions of the board.
4. The board may:
 - a) accept property and money for the purpose and objects of the society
 - b) apply any capital and / or income towards the objects of the society except insofar as they may be restricted by any resolution of a general meeting
 - c) accumulate any income received until it can be usefully applied for any or all objects of the society.
5. The board must ensure a public officer is appointed in accordance with the Act.
6. The board may effect and maintain insurance.

Clause 14 Board composition

1.
 - a) The board is composed of a minimum of six directors including the office-bearers and any other member elected at the annual general meeting to be a director, subject to paragraph 2.
 - b) The total composition of the board may reflect the number of branches of the society but must not exceed twelve elected members.
2. The office-bearers of the board are as follows:
 - a) the president
 - b) the vice president
 - c) the treasurer
 - d) the secretary
3. A director cannot hold both the offices of president and vice-president at the same time.

4. When the board is making a determination concerning a branch of the society, the board may invite the president of the branch of the society concerned to attend the meeting that is making the determination and make submissions to the board.
5. There is no maximum number of consecutive terms for which a director may hold office except that no president is entitled to hold office consecutively for a period of more than five years.
6. A director is, subject to this constitution, to hold office until immediately before the election of directors at the annual general meeting next following the date of the director's election, and is eligible for re-election.
7. Within 14 days after vacating office, a former director must ensure that all documents in their possession or under their control that belong to the society are delivered to the secretary or the public officer of the society.

Clause 15 Election of the board

1. A nomination as candidate for election as a director:
 - a) may be made in writing, signed by two members of the society and accompanied by the written consent of the candidate
 - b) must be delivered to the secretary at least seven days before the date fixed for the holding of the election
 - c) may be made orally at the election meeting, provided the candidate is present and consents to the nomination.
2. If insufficient nominations are received to fill all vacancies on the board, the candidates nominated are taken to be elected or further nominations are to be received at the holding of the election.
3. If insufficient further nominations are received, any vacant positions remaining on the board 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. The ballot for the election of directors is to be conducted at the annual general meeting in any usual and proper manner that the board directs.
7. A person nominated as a candidate for election as a director must be a member of the society.
8. At every annual general meeting all directors shall retire from the board and the directors seeking election or re-election shall take office immediately according to the result of the election.
9. Management of the election shall be in the hands of a returning officer who is:
 - a) a member of the society
 - b) is not a candidate for election
 - c) is appointed by resolution of the board to do all things necessary to conduct the elections and announce the results.

Clause 16 Secretary

1. The secretary of the society must ensure that arrangements are made to have:
 - a) minutes kept (whether in written or electronic form) of:
 - (i) all appointments of office-bearers and directors of the board

- (ii) the names of those present at a meeting and apologies for absence from a meeting
- (iii) all correspondence in and out of the society
- (iv) all proceedings at a meeting.
- b) a copy of all minutes collected by the secretary for presentation to the board if required.
- c) a report provided to the membership registrar keeping the membership registrar apprised of the outcome of applications made pursuant to Clause 5.

Clause 17 Treasurer and branch treasurer

1. The treasurer has the following responsibilities and duties and must ensure:
 - a) at least one bank account is kept in the name of the society at such banking institution as the board determines
 - b) a register of bank accounts of the society is established and maintained
 - c) all payments authorised by the society are made
 - d) all money received by the society is deposited as soon as practicable and without deduction to the credit of the bank account held in the name of the society, or branch of the society, as determined by the board
 - e) ensure a record of receipt of monies is kept by the society
 - f) generally, that correct and proper books of account are kept showing the financial affairs of the society, and any branch of the society
 - g) the auditor approved by annual general meeting resolution is appointed for the society and any branch of the society required to be the subject of an audit
 - h) a report of the financial affairs for the financial year is prepared for approval of the board at least 28 days prior to the annual general meeting and for presentation of the approved report at the annual general meeting in the financial year applicable to the report
 - i) the secretary is kept in funds (not exceeding an amount determined by the board) for small sundry expenses from time to time
 - j) the society effects and maintains such insurance as is determined by the board.

2. The treasurer of each branch of the society has the following responsibilities and duties and must ensure:
 - a) the same duties and responsibilities as the treasurer set out in paragraph 1 above
 - b) the treasurer is kept advised of the financial position of the branch of the society, in a timely way or as requested by the treasurer
 - c) the financial and banking records are produced to the treasurer in a timely manner or as requested by the board.

Clause 18 Vacancy of director position

1. The office of a director becomes vacant if the director:
 - a) resigns from office by giving written notice in writing to the secretary (which notice cannot be effective earlier than the date the notice is given to the secretary)
 - b) is removed from office pursuant to this constitution
 - c) is absent without the consent of the board from three consecutive board meetings and the board resolves that their office be vacated
 - d) is no longer a financial member

- e) if the director dies
 - f) is prohibited from being a director of a company or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth
 - g) becomes a mentally incapacitated person
 - h) is convicted of a criminal offence.
2. In the event of any vacancy the board may at any time appoint a director to fill that vacancy.
 3. The board may act despite any vacancy on the board, but if the number falls below six, the board may act:
 - a) for the purpose of increasing the number of directors to six
 - b) for the purpose of convening a general meeting
 - c) in emergencies
 but for no other purpose.
 4. The initial term of a director appointed by the board to fill a vacancy will not be regarded as a first term of appointment where such initial term does not exceed one year.

Clause 19 Removal of directors

1. The society in general meeting may by resolution remove any director from that office before the expiration of the director's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the director so removed.
2. If a director, to whom a proposed resolution referred to in subclause (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 / cause to be sent 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.

Clause 20 Board meetings and quorum

1. The board must meet at least four times per year (not including the annual general meeting).
2. Additional meetings of the board may be convened by the president.
3. The secretary shall give notice of meeting:
 - a) to each director at least 48 hours before the time appointed for holding the meeting
 - b) the notice of meeting 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 directors present at the meeting unanimously agree to treat.
4. Four members of the board constitute a quorum for the transaction of the business of a meeting of the board.
5. At a meeting of the board:
 - a) the president or, in the president's absence, the vice-president is to be the chair
 - b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the board chosen by the members present at the meeting is to be the chair.

6. a) if at any time the number of board members is less than 5 for a board meeting, the existing board members may appoint a sufficient number of members of the society as board members to enable the quorum to be constituted
- b) a member of the board so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment
- c) this clause does not apply to the filling of a vacancy to which clause 18 applies.

PART 4 BRANCH OF THE SOCIETY

Clause 21 Recognition of a branch of the society

1. Members may choose to organise a local branch of the society as permitted by delegation of the board.
2. A branch must comply with:
 - a) this constitution
 - b) any delegations and directions of the board made pursuant to clause 22.
3. The branch shall operate in a similar way as is set out in this constitution for
 - a) the existence of the board
 - b) generally, including for any meeting and proceedings.
4. All activity of a branch has the same force and effect as it would have if it had been done or suffered by the board.

Clause 22 Delegation of functions and powers to branches

1. The board may delegate the exercise of any of the powers and / or functions of the board, to one or more branches of the society, other than:
 - a) this power of delegation
 - b) a function which is a duty imposed on the board by legislation;and may revoke any such delegation at any time.
2. A delegation of function or power must be made in writing, signed on behalf of the board by the president, vice-president or secretary of the society and specify any conditions e.g., as to time, circumstances, qualification, limitation and / or quorum number for meetings.
3. A revocation of function or power must be made in writing signed on behalf of the board by the president, vice-president or secretary of the society and provided to the president of the branch and any other relevant member as soon as possible after it is made.
4. The board may continue to exercise any function even while the function has also been delegated under this clause.
5. A branch must report regularly about the activities of the branch, to the board including make an annual written report to be presented at the annual general meeting.
6. The president, or any member nominated by the president, will be an ex-officio member of any branch without voting rights but will have the power to stay the proceedings if appropriate to do so in the best interests of the society. The president will then refer the issue to the board for resolution.

Clause 23 Operation of a branch

1. A branch shall generally operate in a similar way to the membership of the society as a whole as provided in this constitution.
2. At the first branch meeting after the board delegation granting operation pursuant to this constitution, office bearers are to be elected.

PART 5 CONDUCT OF A MEETING

Clause 24 Annual General Meeting

1. The board must hold an annual general meeting in each calendar year at the place and time the board determines by giving notice to the members specifying it is the annual general meeting of the society and itemising the business to be conducted at the meeting.
2. In addition to any other business to be conducted at an annual general meeting, the business shall include the following:
 - a) confirm the minutes of the last preceding annual general meeting and of all special general meetings held since the last preceding annual general meeting
 - b) receive reports on the activities of the society including from the branches during the last preceding year
 - c) receive from the treasurer a financial statement for the financial year of the society and any other financial statement relevant to the activities of the society
 - d) appoint an auditor for the next financial year of the society
 - e) elect office-bearers of the society and directors.
3. Ten members of the society constitute a quorum at an annual general meeting.

Clause 25 Special general meeting

1. The board may, whenever it thinks fit, convene a special general meeting of the society.
2. The board must, on the requisition of at least 5% of the total number of members, convene a special general meeting.
3. A requisition of members for a special general meeting:
 - a) must be in writing
 - b) must state the purpose or purposes of the meeting
 - c) must be signed by the members making the requisition
 - d) must be lodged with the secretary.
4. A special general meeting convened by a member or members as referred to in subclause 3 must be convened and conducted in a similar manner as general meetings are convened by the board.
5. The quorum for a special general meeting must be set by the determination of the board and notified to the members in the notice of meeting.

Clause 26 Notice of meeting

1. The secretary must, at least 21 days before the date fixed for the holding of a 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 meeting requires a special resolution of the society, the secretary must, at least 21 days before the date fixed for the holding of the

general meeting, cause notice to be given to each member specifying the intention to propose the resolution as a special resolution.

Clause 27 Chair of a meeting

1. The president or, in the president's absence, the vice-president, is to preside as chair at a meeting.
2. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside instead.

Clause 28 Adjournment of a meeting

1. The chair of a 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 meeting is adjourned for 14 days or more, the secretary must give notice of the adjourned meeting to each member stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Clause 29 Making decisions at a meeting

1. A question arising at a meeting is to be determined by:
 - a) a show of hands or similar to accommodate use of technology
 - b) if on the motion of the chair or if five or more members present at the meeting decide that the question should be determined, by a written ballot.
2. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chair.
3. Decisions are made:
 - a) by each member having one vote only
 - b) by a majority of the votes of members present at the meeting or by proxy pursuant to clause 30
 - c) in the case of an equality of votes, by the chair of the meeting exercising a second or casting vote. The chair has discretion both as to use of the casting vote and as to the way in which it is used.
4. A member is not entitled to vote at any meeting unless all money due and payable by the member to the society has been paid.
5. A member is not entitled to vote at any meeting of the society if the member is under 16 years of age.

Clause 30 Appointment of Proxy

1. A member may appoint one proxy.
2. Appointment of a proxy must be:
 - a) in writing under the hand of the appointer
 - b) in the form prescribed by the board from time to time
 - c) specify the manner in which the proxy must vote in respect of a particular matter and the proxy is not entitled to vote on the resolution except as specified in the proxy document.

3. If a proxy is only for a single meeting it may be used at any postponement or adjournment of that meeting, unless the proxy states otherwise.
4. A proxy can be a standing proxy for a specific period up to a maximum of twelve (12) months.
5. A proxy may be revoked at any time by notice in writing to the society but such revocation will not be retrospective.

Clause 31 Use of technology

1. A meeting may be held at two or more venues using any technology approved by the board that gives each member wishing to participate in the meeting a reasonable opportunity to participate.
2. A member who participates in a meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted.

PART 6 MISCELLANEOUS

Clause 32 Register of things relevant to the society

1. Things relevant to the society including items and objects relevant to the society must be kept as determined by the board.
2. The board must ensure that a register is kept describing:
 - a) each thing belonging to the society and the place where the thing is kept
 - b) each thing of special interest to the society (even if it does not belong to the society) and the place where the thing is kept.
3. Things shall be available for inspection by any member of the society by arrangement with the board. However,
 - a) the board may qualify, or
 - b) the board may refusepermission to inspect and/ or obtain a copy of things where to do so may be prejudicial to the interests of a member of the society, or the society.

Clause 33 Service of notices

1. For the purpose of this constitution, a notice may be served on or given to a member by:
 - a) delivering it to the member personally
 - b) sending it in compliance with the contact details contained in the register of members.
2. 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
 - b) in the case of a notice sent by pre-paid mail, on the date when it would have been received by ordinary pre-paid mail or ten days after it was posted whichever is the later date
 - c) in the case of a notice sent by email or other electronic technology, on the date recorded in the technology as having been sent.

Clause 34 Distribution of property on winding up of the society

1. Subject to the law, in a winding up of the society or a branch of the society, any net surplus funds and property of the society, wherever situated, is to be transferred in the following order of priority:

- a) in the case of a winding-up of a branch, to another branch of the society
- b) to the Lebanese archives section of the Australian National Library
- c) to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

The End.