



ESSENDON HISTORICAL SOCIETY INC
(ABN 33 706 980 895)

Moonee Ponds Courthouse Museum
768-770 Mt. Alexander Rd, Moonee Ponds, VIC 3039

PO Box 557 Essendon 3040

Website: www.eshissoc.org.au

Email: eshissoc@mail.com

Ph. (03) 9370 4607

By-Laws, Policies and Forms

Approved February 2014

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ESSENDON HISTORICAL SOCIETY INC

BY-LAWS Approved February 2014

To be read in conjunction with the Rules of Incorporation

1. The Essendon Historical Society (EHS) operates from the Moonee Ponds Courthouse Museum at 768-770 Mount Alexander Road, Moonee Ponds, Victoria, 3039.
2. All Correspondence should be addressed to:-
The Secretary, Essendon Historical Society Inc,
PO Box 557 Essendon
Victoria 3040.
3. The Moonee Ponds Courthouse Museum is usually open every Sunday afternoon from mid-January to mid-December from 2.00 – 5.00 p.m., or as determined by the EHS Committee.
Admission fee is \$2-00 for adults and \$1-00 for students. EHS Members and children under the age of 16 years are admitted free. The Admission fees are to be reviewed annually by the Committee.
4. The Courthouse is staffed each Sunday afternoon according to the EHS Duty Roster. Wherever possible, a member of the Committee or a Life Member should be in attendance with the assistance of volunteer members.
5. Committee Meetings are generally held monthly at a time and place as determined by the Committee.
6. It is recommended that the President should serve no more than three (3) consecutive years.
7. The Committee shall have the power to second other members to the Committee as required, such as filling casual vacancies and forming Sub committees.
8. Monthly General Meetings are held on the fourth Tuesday of the month at 7.30 p.m. at the Moonee Ponds Courthouse Museum, during the months of February to November, (unless notified otherwise).
9. The Annual General Meeting is conducted at the Moonee Ponds Courthouse Museum on the fourth Tuesday in July each year, commencing at 7.30 p.m.

10. All Committee and General Meetings will follow the standard meeting agenda procedure as follows:

- Open Meeting
- Apologies
- Minutes of previous Meeting
- Business Arising
- Correspondence
- Reports
- General Business
- Other Business
- Close meeting

It is essential that the Minutes contain all resolutions and agreements, whether reached formally through motions or by general consensus, and a clear statement of the action to be taken in relation to each item including the person responsible for the action and a timeline for completion, where appropriate.

11. All expenditure over the amount of fifty dollars (\$50.00) must be pre-approved by the Committee and recorded in the Minutes.
12. Expenditure for goods or services approved by the Committee exceeding \$1,000 in value should be advised to the next General Meeting of Members.
13. Membership Fees, as determined by the Committee, are to be confirmed at the Annual General Meeting.
14. Membership Fees are due within 30 days of the AGM.
15. New Members admitted after 1st January shall pay 50% of the Annual Membership Fee.
16. In order to be eligible to vote at General Meetings, members must be financial at the time of the meeting.
17. All EHS Members, as part of their membership, will receive five Newsletters and two Journals annually, wherever possible.
18. The Financial Year is from 1st July to 30th June.
19. The EHS Committee may permit other approved organisations / businesses to use the Moonee Ponds Courthouse Museum and the Committee shall determine if any fees or charges are applicable. In all cases of usage by external organisations or businesses it is mandatory for them to complete the **Booking & Usage Form** and lodge it, together with the Bond, with the Secretary before using the Courthouse. A member of the EHS must be in attendance at the function.
20. The Secretary will be responsible for the distribution of keys and maintenance of the Key Register.
21. The Committee of Management (comprising the EHS Committee) is responsible for the cleanliness and daily maintenance of the Moonee Ponds Courthouse Museum and its environs.
22. Maintenance and other alterations to the fabric of the Moonee Ponds Courthouse Museum may not take place without first consulting the Department of Sustainability and the Environment (DSE).
23. The Secretary shall be the nominated contact person with the DSE, and be responsible for ensuring that necessary permit applications are made to the DSE and Heritage Victoria.
24. Material donated to the Essendon Historical Society Inc. must be approved by the Committee and be in accordance with the **Museum's Collections Policy** and the required **Deed of Gift Form** must be completed and filed.
25. Material must not be removed from the EHS Collection without prior approval by the Committee.
26. Acceptance of invitations from external organisations and bodies to office bearers or members to attend official functions on behalf of the EHS must have prior approval from the Committee.
27. Gifts presented to EHS representatives at official functions are the property of the Essendon Historical Society and their allocation is the responsibility of the Committee.

28. Gifts presented to individual members in appreciation of a private talk remain their personal property.
29. All appointments to outside organisations are to be made annually at the Annual General Meeting. Short term appointments, or vacancies arising during the year, may be filled with the approval of the Committee.
30. New Members must complete the **Application for Membership Form** in accordance with the “Rules of Incorporation” Section 9.
31. Life Membership may be conferred upon a member who has given exceptional service to the EHS and is to be nominated by the Committee and advised at a General Meeting.
32. A General Meeting, following a recommendation of the Committee, may alter, change or repeal these By-Laws as may be necessary for the good governance of the EHS.

33: Duties / Responsibilities of Committee Members:-

President

Secretary

Vice President

Treasurer

Webpage and Publicity Manager

Newsletter and Journal Editor

Public Programmes Manager

Museum Manager / Curator

Buildings and Grounds Director

President

- i. A leadership role, to maintain and promote the aims of the EHS, and to develop policy for the Society;
- ii. To chair all general, executive and special meetings of the EHS;
- iii. To oversight and coordinate meetings, activities, special events and fundraisers, and delegate tasks as necessary;
- iv. Welcome all guests to its activities, fundraisers ,and events;
- v. Represent the EHS or delegate a representative for all functions to which the EHS has been invited;
- vi. Control authorised access to EHS property and ensure security is an allocated duty during non-EHS use of the building;
- vii. Encourage Members’ involvement in EHS committees and management. Arrange for collection, collation and printing of Annual Reports;
- viii. Ensure that the Crown Reserve Act responsibilities are met in relation to the Courthouse Reserve.

Secretary

- i. Supportive and liaison role with the President in relation to the EHS;
- ii. Prepare agendas and minutes of all meetings;
- iii. Attend to all correspondence as required;
- iv. Report on all correspondence to General and Executive meetings;
- v. Liaise with all office bearers to ensure all correspondence is dealt with;
- vi. Take responsibility for requests that are made through the website and distribute enquiries to the appropriate EHS members.

Vice President

- i. Supportive role to the President;
- ii. Assist the President with the overall organisation of the EHS, especially the tasks delegated by the President;
- iii. Represent the EHS when requested by the President or Committee;
- iv. Chair meetings when the president is absent.

Treasurer

- i. Responsibility to ensure that all money due to the Essendon Historical Society is received by the required date;
- ii. Ensure that all Essendon Historical Society funds are banked promptly;
- iii. Make all payments as authorised by the EHS Committee and act as one of the signatories on the cheque accounts;
- iv. Maintain correct accounts, records and books that show the financial affairs of the Essendon Historical Society, which shall include full details of all receipts and expenditure connected with the activities of the Essendon Historical Society;
- v. Prepare and present at the Annual General Meeting, the Financial Report, which has been audited as required by the 2012 Incorporations Act;
- vi. Present to each scheduled EHS General Meeting:
 - A statement showing the current Bank Balance and any monies on hand;
 - Details of monies received from all sources since the last meeting;
 - Details of any items that need to be purchased and for which EHS General Meeting approval is required.
- vii. Present to each scheduled EHS Committee Meeting:
 - A written statement showing the current Bank Balance and any monies on hand;
 - A copy of the latest Bank Statement;
 - Details of monies received from all sources since the last meeting;
 - A list of any indebtedness to the EHS and an explanation when this money will be received by the EHS;
 - A list of all other payments made (by Cheque No.) since the last meeting;
 - A list of all accounts that need to be paid and for which EHS Committee approval is required.
- viii. Prepare such statements that are necessary to indicate how income and expenditure compares with the budgetary forecasts;
- ix. To ensure the appropriate insurance coverage for the EHS is maintained.

Webpage and Publicity Manager

- i. To manage and update the EHS website;
- ii. Undertake a promotional role to promote to the public the events and activities of the Society;
- iii. Update the MVCC website events calendar;
- iv. Liaise with the President and Committee for press, radio and TV coverage;
- v. Issue press releases for events, fundraisers and activities as directed;
- vi. Be responsible for EHS promotional material and its distribution to all outlets in the City of Moonee Valley and elsewhere when appropriate.

Newsletter and Journal Editor

- i. Produce five (5) newsletters and two (2) Journals on behalf of the EHS;
- ii. Record information in the newsletter as directed by the Executive and General meetings;
- iii. Circulate the newsletter to members and others as directed by the Committee;
- iv. File a copy of each publication;
- v. Include information in the newsletter as *requested* by the committee and general meetings.

Public Programmes Manager

Responsibility for the organisation of public programmes including:

- i. Moonee Ponds Courthouse Museum visits;
- ii. Guest Speakers at functions / organisations representing the EHS;
- iii. Organise members to assist with Public Programmes where necessary;
- iv. Assist the President in the running of classes at the museum, including school visits, U3A classes, and other organisations;
- v. Co-ordinate the holding of heritage walks;
- vi. Assist with fund-raising activities of the EHS.

Museum Manager / Curator

- i. Work with the President and Secretary to maintain the records in the Museum;
- ii. Organise EHS functions such as the Christmas Party, Annual Dinner meeting, etc;
- iii. Provide resources / gifts for monthly meetings and guest Speakers;
- iv. Assist with other external activities of the EHS;
- v. Work with the President and Secretary to maintain (including cataloguing, filing and processing) records in the Museum.

Buildings and Grounds Director

- i. Organise the annual cleaning of the Moonee Ponds Courthouse Museum;
- ii. Work with members to assist with the maintenance of the internal features of the museum.

34: Code of Behaviour

EHS Committee Members must meet the following criteria with regard to their conduct during any activity held or sanctioned by EHS.

- a) Wherever possible attend all Committee and General Meetings;
- b) Maintain confidentiality of all matters discussed in Committee Meetings and any informal discussions regarding Committee issues;
- c) Respect the rights, dignity and worth of others;
- d) Be fair, considerate and honest in all dealing with others;
- e) Act in a professional manner and accept responsibility for your actions;
- f) Be aware of their legal responsibilities;
- g) Make a commitment to providing quality service;
- h) Maintain strict impartiality at all times;
- i) When a conflict of interest occurs it is required that the member removes themselves from the discussion and decision making process;
- j) Be aware of, and maintain an uncompromising adherence to EHS's standards, Rules, By-Laws and policies;
- k) Refrain from any behaviour that may bring EHS into disrepute;
- l) Provide a safe environment for the conduct of EHS activities;
- m) Workers Compensation does not apply to volunteers. If a volunteer is injured in the course of their EHS voluntary role then EHS has limited insurance cover which may provide some reimbursement of medical and other expenses in excess of Medicare refunds;
- n) This insurance does not extend to travel to and from events and meetings. Use of a car is at committee member's own care and expense and it is recommended that members arrange their own comprehensive car insurance.



ESSENDON HISTORICAL SOCIETY INC
35: Policies and Forms

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These Policies and Forms supersede and replace all previous EHS versions



ESSENDON HISTORICAL SOCIETY INC

Hire of Moonee Ponds Courthouse Policy

Each application for use of this facility must be made on the required application form, signed by the authorised applicant, stating the purpose, times and dates required, and containing the applicant's undertaking on behalf of the user group to comply with these conditions of usage.

The applicant shall state the name of the user group and the authority of the applicant for making such application, together with private and business telephone numbers of the applicant. The applicant making the application on behalf of a user group will then be liable to ensure compliance with these conditions.

Bookings. A booking will be confirmed only upon receipt of a completed application form, evidence of satisfactory insurance and payment of security bond of \$50. The security bond will be withheld until any loss or damage is rectified.

Cancellation by Committee of Management. The Committee may cancel any booking when it is found that breaches of the Conditions of Usage have occurred. Any refund shall be at the sole discretion of the Committee of Management whose decision shall be final.

Additional Equipment. Any application for usage must provide details of any additional equipment which the user group is intending to bring into the Courthouse Museum.

Hire Times. The times booked must include set up times and last person out. Any use of the facility after the engaged time will be charged for at the appropriate commercial rate of \$55 per hour.

Limit of Hiring. The hirer shall only be entitled to use the specified / defined part or parts of the facility hired, and the Committee of Management reserves the right to use or let any other portion of the facility for any other purpose or purposes at the same time.

Refusal to Let and Sub-Letting. The Committee of Management reserves the right to refuse, at its absolute discretion, any application for hire of the facility. It may also terminate, without notice, the usage of the facility by any group found to be in breach of the Guidelines and Rules. No portion of the facility hired may be sub-let or any booking transferred or assigned without the prior consent of the Committee of Management.

Hours of Use. The Moonee Ponds Courthouse Museum may be used between the hours of 9am and 10.30 pm.

Gambling and Smoking. No game of chance, at which, either directly or indirectly, money is passed as a prize, shall take place in any portion of the facility. Smoking is not permitted inside any part of the facility which also includes within five (5) metres of the external entry doors to the Museum and under any of the external covered verandas.

Amplified Music – Amplified music is not permitted and is defined as any music which can be heard outside of the confines of the Courthouse.

Disorderly Behaviour - No obscene or insulting language or disorderly behaviour shall be permitted in any part of the facility. The Hirer is responsible for the control of conduct of patrons at all times during their allocated booking times.

Alcohol Consumption - No alcohol is permitted on the premises unless prior permission is obtained from the Committee of Management. If permission is granted the hirer is responsible for obtaining the appropriate liquor licence before the consumption or selling of alcohol. A copy of the licence must be forwarded to the Committee of Management with the application. All hirers must strictly observe the requirements of the Liquor Act and any conviction for breaches of the Act may jeopardise the hiring organisation's future allocation and may risk prosecution by the Liquor Licensing Commission.

Furniture and Equipment – All furniture and equipment remains the property of the Committee of Management and may not be removed or relocated outside the building.

Damages. The hirer shall be responsible for any damage they have caused. The Committee of Management shall undertake the necessary repairs and the costs involved will be charged to the hirer. Any damage that does occur shall be reported immediately to the Secretary.

Cleaning. Premises must be left in the same condition in which they were found. If it is found that the premises are not left in satisfactory condition the hirer will be charged accordingly

Food and Drink. Prior approval must be obtained for the consumption of any form of food and drink inside the Courthouse complex.

Insurance. The hirer must take out Public Liability Insurance for a minimum of \$10,000,000 with an approved Insurer and must supply a Certificate of Currency for that public liability insurance prior to using the facility.

Release and Indemnity. The hirer is responsible for any accident, loss, damage sustained to any person or property or any injury sustained by any person using any part of the facility during the currency of the hiring, notwithstanding that such event arose from or by reason of any defect in the furniture, fittings, equipment or other accessories of any kind and the hirer hereby forever releases, discharges, indemnifies and holds harmless the Committee of Management, its servants, agents and contractors against all claims and demands made or the cost of expenses incurred in connection therewith. Without limiting the former that includes:

- any legal liability whatsoever arising from the participation or use by the hirer and/or any other persons associated with the hirer, and in the activity of conducting the business operation at and/or occupying the facility and in all activities in connection therewith, due to any cause;
- any and all loss, damage, expenses, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss or damage arising in any manner for the said participation or use;
- all loss or damage to any property, buildings, equipment or materials of the Committee of Management, and/or any other persons on or outside the location caused by the hirer and/or any persons associated with the hirer due to the said participation or use; and
- any and all loss, damage, injury or illness, including death, sustained or incurred by the and/or any person associated with the hirer arising in any manner from the said participation or use/hire or occupation.
- In addition, the hirer must not do or neglect to do or permit to be done or leave undone anything, which will affect Moonee Ponds Courthouse Museum insurance policy or policies relative to fire or public risk in connection with the facility. The hirer hereby indemnifies Moonee Ponds Courthouse Museum to the extent that such policies are affected through any such act of commission or omission.

Disputes.

In the event of any dispute or difference arising as to the interpretation of these conditions of hire or any matter contained therein, the decision of the Committee of Management shall be final and conclusive.

(February 2014)



ESSENDON HISTORICAL SOCIETY INC
Moonee Ponds Courthouse Museum
Booking and Hire Form

Name.....

Organisation.....

Position/authority.....

ABN.....

Incorporation Number..... Copy of Certificate of Incorporation Attached

Postal Address.....

.....

.....Post Code.....

Email.....

Telephone W H Mobile

Date Required...../...../..... Attach separate list with dates for ongoing bookings

Access Times.....Close 10.30 pm Area of Courthouse required

.....

Number of persons attending.....Purpose of Function

Type of Function: Community School Private

Other details.....

SECURITY BOND \$50 Attached

PUBLIC LIABILITY INSURANCE Current Public Liability Certificate attached

Signature.....

(By signing this form I agree to abide by the Conditions and Rules for the Usage of the Moonee Ponds Courthouse Museum)

Date.....

(February 2014)



ESSENDON HISTORICAL SOCIETY INC

Moonee Ponds Courthouse Museum Collection Policy

1. The Moonee Ponds Courthouse Museum has been created to collect, preserve, research, exhibit, and interpret objects that best serve to illustrate the development of the Moonee Valley area from its beginnings to the present day.
2. The term “collection” as used in this Collections Management Policy is understood to mean the acquisition of historically significant artefacts that contribute to an understanding of human behaviour, customs, activities, episodes, institutions and people within the Moonee Valley area.
3. The artefacts collected must be historically significant to the history of Moonee Valley and immediate area. Priority will be given to objects associated with important events, periods, episodes and people in the Moonee Valley area.
4. The objects must be in reasonable condition so that the museum may fulfil its goal of preservation with as little alteration to objects as possible.
5. The acceptability of an artefact for the Museum’s collection will be determined by the Committee.
6. Objects collected should be well documented - such documentation to include:-
 - a. Circumstances surrounding the object’s discovery and acquisition (e.g. where, when and by whom);
 - b. The original owner and manufacturer;
 - c. The object’s original use;
 - d. A chronological history of the object;
 - e. Any other pertinent facts.

Such documentation must be capable of verification.

7. The Museum may collect artefacts that have incomplete documentation as long as they contribute to a clearer understanding of significant customs, events, people or activities within the Moonee Valley area.
8. Objects collected must be useful in the Museum's display, research and educative activities.
9. Objects are collected for the sake of displaying them in historical context, not for the sake of collection. However, the display of particular objects is not guaranteed.
10. The Museum will not collect duplicates unless they serve a useful purpose. Any duplicates must have a specific function within the Museum's programme.
11. Acquisition may be made through donation or purchase.
12. Donations are deemed to be unconditional gifts.
13. Purchase of objects requires approval of the Committee.
14. The Museum may loan objects for temporary displays or educational purposes off-site at the discretion of the Committee. Such off-site locations must offer reasonable security and suitable environmental conditions.
15. The Museum may dispose of artefacts that are not historically significant to the Moonee Valley area, that are duplicates of artefacts that are historically significant and artefacts that are not useful for research, exhibition or loan.
16. Disposal of such artefacts will be accomplished in one of the following manners:-
 - a. Offered to another museum or educational or cultural institution;
 - b. Offered to the donor or returned to the donor's family if the donor is deceased;
 - c. Sold or destroyed as a last resort.

(February 2014)



ESSENDON HISTORICAL SOCIETY INC
Moonee Ponds Courthouse Museum
Deed of Gift Form

All items donated to the Essendon Historical Society Inc. will become the exclusive and absolute property of the Essendon Historical Society Inc. and the Society will have absolute rights in relation to the use, retention and disposal of the donation.

In signing this form, I acknowledge that I have read the above condition and agree to donate the item(s) under this condition.

Item(s) to be donated:

Donor's name _____

Donor's signature _____

Donor's address _____

Accepted by _____ Date _____

(February 2014)



ESSENDON HISTORICAL SOCIETY INC

Life Membership Policy 2013

EHS is committed to recognising individuals who have voluntarily contributed significantly to the goals and objectives of EHS as defined within the “Purposes” of the 2013 Rules of Incorporation.

The award of Honorary Life Membership is the highest honour that EHS can bestow on an individual and, as such, shall only be awarded in exceptional circumstances.

Eligibility

Volunteers in regular on-going involvement typically for more than 10 years and who have made an outstanding contribution to the preservation, promotion and display of Moonee Valley’s history are eligible for Life Membership.

Criteria

Each nomination will be judged on its merits and should satisfy the following criteria.

- Substantial and commendable personal input that has demonstrated a significant or outstanding contributions towards the goals and objectives of EHS over at least 10 years which are clearly recognised, respected, acknowledged and endorsed by all members who know them.
- Service that can be clearly documented and corroborated.
- Enhanced the standing of EHS in the local community and Victoria by positively promoting the Society.
- The achievement of the service eligibility does not automatically qualify someone to receive Honorary Life Membership.
- An outstanding contribution to EHS that is not necessarily linked to retirement from a position of office or duty.

Rules

- Honorary Life Membership of EHS is for life with the membership fee waived.
- It is a condition of the award that Honorary Life Membership's abide by the By-Laws of EHS Inc.
- Normally not more than one award of Honorary Life Membership will be made in any year.
- In some years there will be no awards made.
- Withdrawal of Life Membership. If a Life Member is deemed by the Committee to not be of good character and therefore not be a fit and proper person to remain as a Life Member this award may be withdrawn. The decision of the Committee shall be final in this matter.

Nomination Process

The Process shall be managed and determined by the EHS Committee.

All discussion and proceedings of the Committee shall be confidential. If a nominee for Honorary Life Membership is a Committee member they shall withdraw from the process.

The nomination decision must be passed by unanimous resolution of all eligible Committee members. The approved Nomination Form shall be used to nominate an individual. The Proposer and Secunder must be financial EHS members. The decision of the Committee shall be final.

Documentation

The completed Nomination Form is to be forwarded to the Secretary for consideration by the Committee. All documentation and correspondence shall be marked 'confidential' and stored accordingly. A dated copy of the Honorary Life Membership certificate will be kept for archival purposes.

Review

This policy for awarding Honorary Life Membership is to be reviewed every five years.

Making the Award

The President will contact the nominated person and invite them to a General Meeting to receive their Honorary Life Membership medallion and certificate. The certificate should outline the contribution the member has made which led to the awarding of Honorary Life Membership. (This documentation will provide the Society with a deposition of the successful person's contribution to EHS Inc.)

The name of the Honorary Life Member will be displayed on the EHS Honour Board.

(February 2014)

This policy is to be reviewed in September 2018



ESSENDON HISTORICAL SOCIETY INC
Nomination Form for Honorary Life Membership

You must be a financial member of EHS Inc. to Nominate or Second a member of EHS for Honorary Life Membership. Please refer to the Honorary Life Membership policy document before completing this form.

Proposer:

Name

Address

.....

Email

Telephone No. (Home) **(Mobile)**

Secunder:

Name

Address

.....

Email

Telephone No. (Home) **(Mobile)**

Details of the person you are nominating for Honorary Life Membership.

Name

Address

.....

Email

Telephone No. (Home) **(Mobile)**

Please provide evidence on which you base your nomination.

Use any or all of the headings listed below to explain how the person you are nominating has
“Volunteered in regular ongoing involvement typically for more than ten years and has made an outstanding contribution to the preservation, promotion and display of the history of Essendon and surrounding Districts”.

Preservation

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Promotion

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Display

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Practice

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Research

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Policy Development

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Leadership

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Nominator's signature and date

Signed _____ **on** ____/____/____

Secunder's signature and date

Signed: _____ **on** ____/____/____

Please return the completed form in an envelope marked as "Confidential" to the Secretary

(February 2014)



ESSENDON HISTORICAL SOCIETY INC

Editorial / Publication Policy

The conduct of research into local and related history, and the recording and publication of findings, is one of the key objectives of Essendon Historical Society (EHS).

Purpose of Policy.

This policy sets out the guidelines for publications that are associated with EHS. The policy applies to all publications that are intended for dissemination within and/or beyond EHS membership. The policy applies to material published by EHS as well as private publications by EHS members and external authors. It covers publications both for sale and for internal use, but not minor items such as advertising pamphlets.

Statement of Principles.

Financing. EHS will take *full* responsibility only for those publications approved and funded totally by EHS.

Veracity. The truthfulness and accuracy of a publication must comply with EHS aims and objectives as defined within the “Purposes” of the 2013 Rules of Incorporation.

Editorial control. All publications under the auspices of EHS will be subject to EHS editorial scrutiny to ensure appropriate standards are met. In a compilation for the Federation of Australian Historical Societies, the authors state that “the separation of tasks [between author, editor and designer] . . . should be considered wherever possible. This allows for greater collaboration and team-work and a ‘sharing of the load’. The separation of author and editor, in particular, allows for a clearer, more objective eye. In general, a greater degree of professional input will improve a publication.” (Doyle & Johanson, 2006, p.6)

Storage. At the outset of the project, the storage location of the finished product needs to be determined by the EHS Committee. EHS will take no responsibility for storage of privately produced publications.

Disposal. When necessary, the Publications Subcommittee may make recommendations to the EHS Committee regarding the destination and the disposal of stored stock of a publication.

Definition of a Publication.

A publication may take the form of a book, booklet, pamphlet, CD, DVD, website or poster. It may be in print or electronic form. The EHS Committee will aim for good quality, well-researched, well-indexed, properly-referenced and affordable publications.

Publications Sub-Committee. The Publications Sub-committee will be responsible to, and appointed by, the EHS Committee. The Publications Sub-committee shall comprise three members, at least two of whom must be Committee members and include the Treasurer. When necessary the Sub-committee will consult with other people for increased expertise.

The Publications Sub-committee will be responsible for:

Negotiating the terms and conditions of financing, production, marketing, distribution and sales of a publication

Making recommendations for approval or rejection of a publication proposal to the EHS Committee

Monitoring Progress.

One member of the Sub-committee will be responsible for the maintenance of a Register of Publications which will record and track the progress of each publication and

Recording the publication's Title and short summary/description in the Register of Publications.

Types of Publications: Funding arrangements and processes

Private, External Publication

No funding from EHS

Request from non-member of EHS

The author takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales and storage of the publication.

Use of EHS resources requires:

Acknowledgement of use of EHS resources in publication

Donation to EHS plus costs (eg. photocopying)

No editorial scrutiny

Use of EHS to advertise or distribute the product requires:

Donation to EHS, plus associated costs.

Private Publication

No funding from EHS

Request from author who is an EHS member

The author takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales and storage of the publication.

Endorsement* by EHS requires:

Submission of “Application for Publication Approval” form to EHS Publications Committee at beginning of project

Low level editorial scrutiny for accuracy, quality and compliance with aims and objectives of EHS

Profits to author.

Use of EHS resources requires:

Acknowledgement of use of EHS resources in publication

Payment of costs (e.g. photocopying) to EHS

Use of EHS to advertise or distribute product requires:

Donation to EHS as appropriate, plus associated costs.

Internal publication;

Funded and supported totally by EHS.

The EHS takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales and storage of the publication.

Receipt of EHS funding and support requires:

Submission of “Application for Publication Approval” form to EHS Publications Committee at beginning of project

EHS to retain any profits or bear any loss

Full editorial control by EHS Publications Subcommittee

Acknowledgement of use of EHS resources in publication

Appropriate acknowledgement of the contribution of the authors (eg. profiles of authors)

*Endorsement may take the form of the following examples:

Preface or introduction written by an EHS member with approval of EHS Publications Committee.

Statement that the author is a member of EHS.

The statement, “The Essendon Historical Society endorses the publication of this book”, to appear on the title page.

Approval Criteria

In granting approval of a proposal, the Subcommittee will consider the following criteria:

Compliance with the aims and objectives of EHS

Perceived intrinsic value of the work

Potential cost impact on EHS

Likely interest in the publication

Value to the profile of EHS within the community and within the network of historical societies under the RHSV umbrella.

The “Application for Publication Approval” form

The request for EHS approval for a particular publication is to be submitted to the Publications Sub-committee on the “Application for Publication Approval” form which will include the following items:

Type of publication (e.g. book, video)

Authorship

Funding details

Use of EHS information and archive resources

Editorial control by EHS. This may be: none, low level or full scrutiny.

Size, number of pages and format.

Reproduction process (photocopying, offset), number of copies.

Marketing and distribution.

The prospective author is to provide a plan including a realistic appraisal of the potential market, possible print run and price per item. Within the plan the author is to provide details of the distribution of copies including the obligatory deposition copies and complimentary ones. In the case of a private project, the author(s) could be supported by EHS through avenues such as book sales from the Courthouse, listing on the webpage, notices in the EHS Newsletter, book launch, and prepublication offers in the Newsletter.

Launch (Preliminary details)

Timeline, including the start and expected completion dates of the project.

Storage of product.

Other conditions. Author to raise any special matters.

In most cases the Publications Subcommittee will hold an interview with the applicant. The Subcommittee will make a recommendation, regarding the approval or rejection for the publication, to the EHS Committee. For a proposal to be finally approved, it must contain the signatures of the author(s), members of the Publications Subcommittee (including the EHS Treasurer) and the EHS President (on behalf of the Committee).

Before the actual production of a publication, a draft manuscript must be submitted to the Publications Subcommittee, who will organise the final review and submission to the EHS Committee for final approval.

Reference: Doyle H. & Johanson, K. (2006). *Publishing history A guide for historical societies*. Canberra, Australia: Federation of Australian Historical Societies Inc.

(February 2014)



ESSENDON HISTORICAL SOCIETY INC

Application for Publication Approval

Please submit this application to the President of EHS for consideration by the Publications Subcommittee. Please note the applicant will be the person who will be responsible for the project and will liaise with the Publications Subcommittee. The applicant and authors should ensure that they are familiar with the EHS Publications Policy.

Name of Applicant: Signature:

Address:

Telephone: Email: Date:

Type of publication (e.g. book, poster)	
Author(s)	
Funding details (Please tick the appropriate box and give brief details, including the number of copies of the publication)	<input type="checkbox"/> <input type="checkbox"/> EHS <input type="checkbox"/> Grant <input type="checkbox"/> Private
Briefly describe which EHS resources or archival material will be used.	
Endorsement If a private project, what type of endorsement do you request?	
Editorial control (Please tick the appropriate box)	<input type="checkbox"/> <input type="checkbox"/> None <input type="checkbox"/> Low level <input type="checkbox"/> Full scrutiny
Size (e.g. A4), number of pages, format, photos other.	
Reproduction process eg. photocopying, offset	

Marketing & distribution	Please attach a plan which includes number of copies, sales outlets, details of the advertising and distribution including the obligatory deposition copies and complimentary copies and preliminary details of the launch. Pricing should include cost price, wholesale and retail prices for each item.
Timeline of project	Start date: _____ Completion date: _____
Storage of product (i.e. no. copies kept at Courthouse)	
Other	

Approved By:

Publications Subcommittee **Date**

Publications Subcommittee **Date**

EHS Treasurer **Date**

EHS President **Date**

(February 2014)



ESSENDON HISTORICAL SOCIETY INC

New Member Application Form	P 26
Membership Renewal Form	P 27
Committee Member Nomination Form	P 28



These Forms supersede and replace all previous EHS versions



ESSENDON HISTORICAL SOCIETY INC

Moonee Ponds Courthouse Museum
768-770 Mount Alexander Rd, Moonee Ponds (cnr Kellaway Avenue)
PO Box **557** Essendon VIC 3040
Telephone (03) 9370-4607

Website www.esshissoc.org.au Email: esshissoc@mail.com

The Essendon Historical Society meets at the Courthouse on the 4th Tuesday each month at 7.30 pm with guest speakers on most occasions. The Society also conducts visits to various historical sites and members are welcome to participate in arranged activities throughout the year. Members receive 5 Newsletters and 2 Journals each year which provide information on all activities and items of local historical interest.

The Museum is open on Sundays 2 pm – 5 pm (except Easter Sunday).

Membership Application (July 2013 – June 2014)

I / We (Insert full name/s)

Address

Post Code..... Phone Number (W)

Phone Number (H) Mobile

Email Address

I/We wish to become a Member /s of the Essendon Historical Society Inc.
I/We agree to support the purposes of the Essendon Historical Society Inc.
I/We agree to comply with the Rules of Incorporation of the Society and the Society's By-Laws which can be found on the EHS website.

Do you want the EHS Newsletter and other EHS information sent by email?
YES NO

Signature / s

Date

**Please hand this application and fee to a Committee Member or send by post.
Yearly membership fee 2013-2014**

\$30 for a single subscription;
\$50 for a dual subscription where two members are living at the same address;
\$20 for a student concession.
50% pro-rata applies to fees paid after January 1st 2014

Office use only

Date Application approved Date receipt forwarded

Entered on Membership List

Signed (Membership Secretary)



ESSENDON HISTORICAL SOCIETY INC

Renewal of Subscription – 2014-15

Dear Member,

Subscriptions for the Financial Year 2014-2015 are now due and payable. Subscriptions rates are:--

\$30 for a single subscription;

\$50 for a dual subscription where two members are living at the same address;

\$20 for a student concession.

We value your Membership and trust that you will continue your support of the EHS by completing the form below and submitting it, together with your Subscription, to The Treasurer **no later than 31st August 2014**

NAME (1)			
NAME (2)			
ADDRESS			
SUBURB		PHONE (H)	
EMAIL		PHONE (M)	

I / We wish to renew my/our Subscriptions for 2014/2015. Please find enclosed a cheque for \$.....

Single Membership Subscription @ \$30		
Dual Membership Subscription @ \$50 (Ensure that both names are recorded above)		
Student Concession Subscription @ \$20		
Donation to Essendon Historical Society		
TOTAL		

Please make all cheques payable to **Essendon Historical Society Inc** and post to

The Hon. Treasurer

PO Box 557. Essendon, Victoria, 3040

NOTE: The Subscription will cover your Membership until June 30th 2015

Your Membership Subscription may also be paid by Direct Deposit/Personal payment into our Bank Account as follows

Bendigo Bank BSB 633-000 Account Number 149663452

Please make sure that you put your name in the description box so that we can identify your payment

Do you want the EHS Newsletter and other EHS information sent by email? YES NO

ESSENDON HISTORICAL SOCIETY INC (EHS)
Committee Member Nomination Form – 2014-2015

Nomination

We hereby nominate _____ to the EHS Committee for the position of _____ for 2014-15

Moved:

Name: _____ Signature: _____ Date: _____

Seconded:

Name: _____ Signature: _____ Date: _____

Acceptance

I accept the nomination as stated above.

Name: _____ Signature: _____ Date: _____

Note: Nominations are to be received by the EHS Secretary by

ESSENDON HISTORICAL SOCIETY INC (EHS)
Committee Member Nomination Form – 2014-2015

Nomination

We hereby nominate _____ to the EHS Committee for the position of _____ for 2014-15

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Name: _____ Signature: _____ Date: _____

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