

# CONSTITUTION OF THE NEW ZEALAND STUDIES ASSOCIATION

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### **Article 1: Name**

- 1.1 The name of this body is 'The New Zealand Studies Association', herein referred to as 'the Association'.

### **Article 2: Purpose**

- 2.1 The purpose of the Association is:
  - a) to stimulate, promote and co-ordinate interest in New Zealand and Pacific Studies
  - b) to advance scholarship and the study and teaching of the diversity of approaches and subjects within these fields.
- 2.2 The Association is a non-profit making body. Any profit that arises from the supply of educational or research facilities or resources will be applied to the continuance or improvement of such resources.

### **Article 3: Membership**

- 3.1 There are 3 classes of Members: Council Members, Ordinary Members, and Retired/Unwaged/Student Members.
- 3.2 Membership is open to any individual who has an interest in the study of New Zealand and/or the Pacific. Institutions may also join, covering membership for a group of individuals, but in such instances subscription to the *Journal of New Zealand and Pacific Studies* can only be made via the publisher, Intellect Books.
- 3.3 Membership becomes effective when the Treasurer receives the first year's dues, and membership dues must be renewed for each financial year.
- 3.4 The membership year for Council members commences on 1 January; for other members on 1 April.
- 3.5 From time to time the Association may appoint Fellows and Honorary Life Members, who have all the rights and privileges of Ordinary Members, with the exception of the *Journal of New Zealand and Pacific Studies*, and are exempt from annual membership fees.
  - 3.5.1 Honorary Life Membership may be conferred, upon the nomination of the Council and election by the Annual General Meeting (AGM), on any person who has made

outstanding contributions to the Association. Names of proposed candidates for Honorary Life Membership must be submitted in writing to the Secretary at least 30 days before the AGM.

3.5.2 Fellowship of the Association may be conferred, upon the nomination of the Council and election by the AGM, on any person who has made outstanding contributions to the study of New Zealand and/or the Pacific. Names of proposed candidates for Fellowship must be submitted in writing to the Secretary at least 30 days before the AGM.

3.6 Members may be removed from the Association if they have clearly brought it into disrepute, as determined by an Ethics panel, to consist of 7 members of the Council and include at least 3 Officers. The terms of reference of such a panel are to be decided by a majority vote of the Council.

#### **Article 4: Officers**

4.1 The Officers of the Association are:

- Chair
- Vice-Chair
- Immediate Past Chair
- Secretary
- Treasurer
- Membership Secretary
- Principal Editor of the *Journal of New Zealand and Pacific Studies*
- Postgraduate Officer
- Media Officer and Website Manager
- Events Manager.

4.2 With the exception of Immediate Past Chair and Principal Editor of the *Journal of New Zealand and Pacific Studies*, all Officers are elected for 3 years by the Members of the Association by ballot at an AGM, by a majority of Members voting.

4.3 Unless otherwise determined by the Council, terms of office begin the following year on 1 January and officers can be re-elected. The Immediate Past Chair shall continue in this position until the next Immediate Past Chair emerges. The role of the Principal Editor of the *Journal of New Zealand and Pacific Studies* is determined by a contract with Intellect Books – covered in Addendum 1.

4.4 The Officers have the powers and duties customary to their respective offices in similar organisations, or as specifically assigned to them by the Council. In particular, but without limiting their powers and duties:

4.4.1 The Chair:

- a) presides over the business of the Association;
- b) chairs the meetings of the Council;
- c) oversees the programme for the meetings of the Association, such as conferences, symposia, workshops, and annual meetings.

4.4.2 The Vice-Chair:

- a) provides support to the Chair;

- b) assumes the duties of the Chair when the Chair is unable to perform the duties of the Chair, or at the request of the Chair.

4.4.3 The Immediate Past Chair:

Assists the Chair and the Council in the conduct of the Association, thereby ensuring that there is continuity.

4.4.4 The Secretary:

- a) keeps and distributes to the Association Members the minutes of the Council and AGM meetings;
- b) informs the membership of the AGM at least 30 days prior to it;
- c) conducts the voting on any proposed amendments to this Constitution in accordance with Article 10.

4.4.5 The Treasurer:

Collects and dispenses the Association's monies, principally membership dues and conference finances. Payments must only be made with the agreement of the Chair. Any sum over GBP3000 must receive the approval of the Council.

4.4.6 The Membership Secretary:

- a) promotes membership;
- b) gives annual notice to Members that their subscriptions are due;
- c) keeps an up-to-date list of Members in good standing.

4.4.7 The Principal Editor of the *Journal of New Zealand and Pacific Studies*:

Is appointed in consultation with Intellect Books, but as stated in that contract, the position can only be filled by an active member of the Association. A team consisting of Assistant Editors and a Books Review Editor will be chosen by the Principal Editor and these positions should be filled by Association members.

4.4.8 The Postgraduate Officer:

Must be a current or recent postgraduate, or an early career researcher (ECR). On a primary level this position will provide support and direction for Association members who are undergraduates, postgraduates and ECRs. On a secondary level, the Postgraduate Officer will reach out to relevant non-members.

4.4.9 The Media Officer/ Website Manager:

- a) is responsible for maintaining the Association's media accounts on platforms such as Facebook and Twitter and the Association's website, in collaboration with the Chair. These are to be kept fresh and up to date;
- b) liaises with the Press and responds to enquiries from the public.

4.4.10 The Events Manager:

Provides support and guidance for the team organising the Association's annual conference. A conference organising team should be established at least one year before the event and must include members of the host institution.

- 4.5 Each of the Officers must provide an annual report to the AGM, give to the Council at least 30 days' prior notice of it and make it available for inclusion in the minutes of the AGM.

## **Article 5: NZSA Council**

- 5.1 Except as otherwise provided by this Constitution, the management of the affairs of the Association is vested in a Council.

- 5.2 The Council shall not exceed 40 members and will consist of:

- a) the Officers of the Association; and
- b) up to 35 other members.

- 5.2.1 No more than 3 members can serve from the same university and no more than 2 members from the same department. Council members should also represent the range of countries and diversity of subjects that constitute the Association.
- 5.2.2 The Chair of the Association shall act as Chair of the Council and be supported by the Secretary and Vice-Chair.
- 5.2.3 Council members who resign must do so in writing to the Secretary and Chair.
- 5.2.4 Vacant positions on the Council are filled on election at an AGM by nominations submitted to the Secretary with support from at least 2 members of the Association.
- 5.3 Each Council member must be a paid-up member of the Association and will automatically be a member of the Advisory Board for the *Journal of New Zealand Pacific Studies*.
- 5.4 Except as otherwise provided by law and this Constitution, decisions of the Council are by majority vote of those Members of the Council present and voting, in person or electronically, and require a quorum of 50% to be so present.
- 5.5 The Council must meet on at least 2 occasions between AGMs on dates to be agreed by the Council. The meetings may be conducted by electronic means, with a start and end date encompassing 2 weeks, to allow all Council members in their different countries time to engage.
- 5.6 Special Council meetings may be called at any time by the Chair or by any 8 Members of the Council at least 3 of whom must be Officers, upon at least 3 weeks' written notice to the Secretary.
- 5.7 The database of all NZSA members' emails shall be held only and simultaneously by the Secretary, Membership Secretary, Chair and a fourth person elected by these three from the Council.
- 5.8 An Extraordinary Email may be sent to all members in case of urgent matters, if agreed by three of the four persons mentioned in para. 5.7, who need not include the Chair.

#### **Article 6: General Meetings**

- 6.1 There is to be an annual general meeting of the Members of the Association (AGM), held during the annual conference.
- 6.1.1 If no conference occurs in a given year, an alternative forum must be established that permits open discussion. In such a situation, the business of the AGM may be conducted by electronic means.
- 6.1.2 Prior to the AGM, the Council must hold one of its twice-yearly business meetings as required by Article 5. The Chair, in conjunction with the Secretary, must designate the time and place of these meetings and arrange the order of business at them.
- 6.2 Special General Meetings may be called at any time by any 8 Members of the Council at least 3 of whom must be Officers, or by any 15 Members of the Association. Where appropriate, the business of a Special General Meeting may be conducted by electronic means.

- 6.3 The Secretary must provide to every Member a notice of a General Meeting not less than 28 days before it is to be held. The notice must state the time, place and general purposes of the meeting and any proposal for amendment to the Constitution.
- 6.4 Decisions at a General Meeting are by majority vote of all Members of the Association present in person or electronically and require a quorum of 50% of the Council or 50% of the entire Association membership to be so present.
- 6.4.1 Each member has one vote.
- 6.5 Any decision made between AGMs by the Council is to be shared by email with the Association's membership. If more than 1/5 of the members contest the decision it must either be put to a general email vote or held over until the next AGM, as decided by the Chair.
- 6.6 The Council may decide to submit specific questions by email ballot, to ensure that each Member, whether present at a General Meeting or not, can cast a vote. The ballots must be distributed by the Secretary to Members and include a clear statement of the question and a summary of the arguments presented for and against the question.

#### **Article 7: Dues and Finances**

- 7.1 The amount of the annual dues for all classes of membership is as decided by the Council.
- 7.2 The annual dues for Council members must not differ from the then-current rates respectively for Ordinary and Retired/Unwaged/Student Members.
- 7.3 Other Association income may include donations and grants. The Association may also give conference/travel grants, and award prizes for publications.

#### **Article 8: Publications**

- 8.1 All Members shall receive as a minimum a copy of the twice-yearly *Journal of New Zealand and Pacific Studies*, and the regular NZSA News emails.
- 8.2 Other publications may be issued and distributed to members as required or considered desirable.

#### **Article 9: Nominations and Elections**

- 9.1 Whenever there is to be an election for office, a Returning Officer must be appointed by the Council to oversee the elections.
- 9.1.1 The Returning Officer must be a member in good standing of the Association and not be a candidate.
- 9.1.2 The Returning Officer is responsible for recording the nominations, the votes for each candidate, and the names of those elected to office.
- 9.2 The Secretary must notify members of vacancies to be filled by election at least 6 weeks before the scheduled AGM.
- 9.2.1 Nominations for the various positions open for election (see Article 4) may be made in writing to the Secretary up to 21 days before the scheduled AGM.

- 9.2.2 The Secretary must notify the membership of the list of nominees at least 14 days before the AGM.
- 9.3 Nominations must be put forward, duly proposed and seconded at the AGM.
- 9.3.1 If there is only one nomination for a position received, the approval by show of hands of a majority of those present and voting at the AGM will confirm election to that position.
- 9.3.2 If there is more than one nomination for a position, decisions will be made by the casting of a 'ballot box vote' by those present at the AGM and of those unable to attend the AGM who have notified the Returning Officer in writing of their voting intentions before the commencement of the annual conference.
- 9.4 During a contested election for any post, the proposers of the candidates involved may, at their discretion, speak in support of their candidate.

#### **Article 10: Amendment and Review**

- 10.1 An amendment to this Constitution can only be made by a 2/3 majority of the Members of the Association voting on a proposal, in person or electronically, after due notice of the proposal has been given in accordance with Article 6.3.
- 10.2 Voting on an amendment must be accomplished by email/mail ballot to ensure that each Member has an equal opportunity to voice an opinion.
- 10.3 Amendments may be proposed by:  
 a) a majority of the Council;  
 b) any 20 Members of the Association,  
 and must be sent in writing to the Secretary at least 28 days before the AGM.
- 10.4 Notice of a proposed amendment must be given to all members at least 7 days before the meeting at which it will be discussed and must include a clear statement of the amendment and a summary of the arguments presented for and against it.
- 10.5.1 The Constitution must be formally reviewed every 10 years by the Council. The review is to be led by two members of the Council, who may involve a third member of the Association if necessary. Any proposed changes must be shared with the Association members, with a period of one month given for responses and feedback. Members may also suggest amendments at that point.
- 10.5.2 All points that are received will be considered by the Council and if it is clear that a particular point has emerged as an issue with members, it must either be addressed or put to the membership as a proposed amendment in accordance with paras. 10.1 to 4 above.

#### **Article 11: Winding-up of the Association**

- 11.1 The Association may be wound up on a vote of 2/3 of the membership at a meeting convened (in person or electronically) for the purpose
- 11.2 If any funds remain upon the winding-up of the Association, after payment of all liabilities, the Council must call for nominations from members for an appropriate recipient of them (e.g. a relevant department, centre, society or charity working within a similar subject area, or within the Pacific region in general).

- 11.2.1 The nominations must be circulated to all members for their vote and the body receiving the greatest number of votes will receive the remaining funds. The process is to be administered by two appropriate Officers of the Association.

**Article 12: Logo**

- 12.1 The logo of the Association must be used on all official transactions and publications. The logo to be employed is as follows:



Adopted by the Association, by circulation of emails, on 12 August 2019.