

RULES OF
THE SOCIETY OF ARCHITECTURAL HISTORIANS
(AUSTRALIA & NEW ZEALAND)

("SAHANZ")

1. NAME

- 1.1 The name of the Society shall be "The Society of Architectural Historians, Australia and New Zealand".

2. INCORPORATION

- 2.1 The Society shall be incorporated in New Zealand pursuant to the Incorporated Societies Act 1908.

3. AIM

To provide standards of excellence in architectural history through the following means:

- 3.1 creating communication and meeting between people active in architectural history in Australia and New Zealand;
- 3.2 encouraging discussion, criticism and debate among all who are interested in the subject of architectural history;
- 3.3 holding regular conventions at regional and national venues for the above purposes;
- 3.4 publishing a scholarly journal;
- 3.5 encouraging student participation in its activities;
- 3.6 supporting the teaching of architectural history;
- 3.7 supporting the processes of conservation in relation to such matters as significant structures and sites, documents and archives.

4. MEMBERSHIP

- 4.1 Membership shall be open to all who are interested in furthering the aim of the Society and who remain financial members in terms of the rules for subscriptions determined by the Committee from time to time.

- 4.2 The categories of membership shall be:

Ordinary
Student
Benefactor
Honorary

The regulations and subscriptions for these categories shall be determined at an Annual General Meeting.

4.3 Any body corporate may become a member, in the category Ordinary or Benefactor.

4.4 Every member shall have one vote at a General Meeting.

5. TERMINATION OF MEMBERSHIP

5.1 A member will cease to be a member if he/she persists in failing to act in accordance with the objects of the Society. If and when necessary a member shall be warned of his/her failure to act by an office holder of the Society acting on a resolution of the Committee; after three warnings membership shall be terminated by a resolution carried by members present and eligible to vote at a general meeting.

5.2 Any member may resign his/her membership by notice in writing or by verbal indication to the Society's Secretary, in which case he/she ceases to be a member at the date on the letter.

5.3 If after three months from the due date of the annual subscription a member has defaulted on payment, the member will be issued with a reminder notice. If after another month the subscription fee is unpaid the membership will be terminated.

5.4 If any member is guilty, whether in New Zealand or elsewhere, of conduct which in the opinion of the Committee is derogatory to the Society, the Committee may resolve that he/she be expelled from the Society, such resolution being subject to confirmation at a General Meeting before becoming effective.

5.5 On the termination of Membership whether by death, resignation, expulsion or otherwise, the member or the member's estate shall cease to have any right or claim upon the Society's property or funds.

6. OFFICERS AND COMMITTEE

6.1 The Committee shall consist of three officers, being President, Secretary and Treasurer and four others.

6.2 The Officers shall be elected from among the Ordinary members. Of the other members of the Committee, one may be a student member, the rest shall be Ordinary members.

6.3 An Office bearer or a Committee member will be expected to serve for approximately two years from the date of election.

6.4 The Officers and Committee shall be elected at an Annual General Meeting.

6.5 The Officers and Committee shall accept both the votes of those present and postal votes duly presented at the meeting.

6.6 The Committee shall have power to coopt up to two temporary additional members in order to fill a vacancy until the next election.

6.7 At every Annual General Meeting the Secretary shall present a report of the year's actions by Officers and Committee, along with the Minutes of the previous Annual General Meeting and of any Special Meetings held in the interim, and the Treasurer shall present a statement explaining the Society's position and transactions.

7. MEETINGS

- 7.1 The Committee shall meet quarterly until decided otherwise. Four members of the Committee (including two office bearers) shall form a quorum. Meetings may be held by teleconference. At least one committee meeting per year the committee will meet in person.
- 7.2 The Annual General Meeting of the Society shall be held between 1 July and 20 December each year. Twenty-one days notice of the Annual General Meeting shall be given to all members and the notice shall incorporate notice of any elections to take place at the meeting complete with nominations for such elections.
- 7.3 A quorum at an Annual General Meeting shall be fifteen Ordinary members.
- 7.4 The regular business of the Annual General Meeting shall be:
- (i) to receive the annual report and finance statements of the Society;
 - (ii) to confirm the names of those members eligible for Committee membership, and to elect the office bearers from amongst those eligible.
- 7.5 Special General Meetings may be called with twenty one day's notice, by the President and/or the Secretary, or at the written request of twenty members.
- 7.6 Twenty-five members in attendance shall form a quorum for a Special General Meeting.
- 7.7 No business shall be conducted other than for which the meeting was called and matters arising. At any meetings each member of the Society attending shall have speaking and voting rights. Votes are allocated as per the classes of membership.

8. PUBLICATIONS

- 8.1 The Committee shall be responsible for all publications of the Society in regards of broad policies applying to their contents, overall financial management and the appointment and tenure of an editor for any journal produced under its auspices.

9. ALTERATIONS TO THE RULES

- 9.1 The Rules may be altered, added to, or rescinded at any time by two-thirds majority of the members present and eligible to vote at any general meeting provided that written notice of the proposed amendment is given to the Secretary at least twenty-one days before the date of such meeting. Notice of the general meeting at which such an amendment is to be proposed shall be circulated to members by the Secretary with notice of such amendment.
- 9.2 In addition, operating procedures (e.g. the editorial Committee of the Society's scholarly journal, the organisation of the annual conference) may be altered, added to, or rescinded at any time by a meeting of the Committee provided that any such procedures accord with the Rules and the aims of the Society.

10. OPERATING PROCEDURES

- 10.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter operating procedures which will be customarily observed but will not have the force of these Rules.

10.2 Operating procedures adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which operating procedures may cover include the rotation of the Committee membership from place to place, the time and manner for renewal of membership subscription and the methods for banking and deploying the funds of the Society.

11. COMMON SEAL

11.1 The Common Seal of the Society shall be a design approved by the Committee. It shall be kept by the Secretary who shall affix it to any deed or document only upon a resolution of the Committee in that behalf. The affixing of the Seal shall be countersigned by the Secretary and the President or, in the unavoidable absence of the President, the Secretary and the Treasurer.

12. CONTROL AND INVESTMENT OF SOCIETY'S FUNDS

12.1 In furtherance of the objects, the Society may invest any funds of the Society in any investment permitted by law or on deposit or current account with any trading or savings bank in New Zealand or Australia.

13. WINDING UP

13.1 In the event of a decision at any general meeting of SAHANZ that SAHANZ be wound up, and after the satisfaction of all its debts and liabilities, any funds, equipment and other assets of the Society shall be given to some other non-profit body or to some other charitable purpose in New Zealand or Australia in accordance with a resolution of the members at such a general meeting. Members shall not participate in any surplus on winding up.