

# Explanation of the amendments to the Society's Committee and Editorial Board Operating Rules – June 2011

## Committee Operational Procedure (This procedure may be amended at a normal Committee meeting)

PREVIOUS TEXT	NEW TEXT	NOTES
<b><i>SAHANZ Rule on the operation of the Committee</i></b>	<b><i>Rule on the operation of the Committee</i></b>	
<b>Date updated: 22 April 2004</b>		
NOTE: Thi Rule is intended to clarify the operational aspects of the Committee of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.	NOTE: <b>This</b> Rule is intended to clarify the operational aspects of the Committee of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.	Typo
<b><i>Relevant Constitution Clauses (2004):</i></b>	<b><i>Relevant Constitution Clauses (2006):</i></b>	These clauses are taken from the constitution above. They cannot be amended by the committee.
<b>8. RULES</b>	<b>10. RULES</b>	To be renumbered in line with 2006 constitution
8.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter Rules which will be customarily observed but will not have the force of this Constitution. Rules adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which Rules 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.	<b>10.1</b> 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.	To be reworded in line with 2006 constitution.
	<b>10.2</b> 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.	To be reworded in line with 2006 constitution.
	<b>9. ALTERATIONS TO THE RULES</b>	Quote this as well from the 2006 Constitution
	<b>9.2</b> 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.	Quote this as well from the 2006 Constitution
<b>5. Officers and Committee</b>	<b>6. OFFICERS AND COMMITTEE</b>	To be renumbered in line with 2006 constitution.
5.1 The Committee shall consist of three officers, being President, Secretary and Treasurer, and four others.	<b>6.1</b> The Committee shall consist of three officers, being President, Secretary and Treasurer and four others.	Renumbered
5.2 The Officers shall be elected from among the Ordinary members. Of the other members of the Committee, one may be	<b>6.2</b> The Officers shall be elected from among the Ordinary members. Of the other members of the Committee, one	Renumbered

a student member, the rest shall be Ordinary members.	may be a student member, the rest shall be Ordinary members.	
5.3 An Office bearer or a Committee member will be expected to serve for approximately two years from the date of election.	<b>6.3</b> An Office bearer or a Committee member will be expected to serve for approximately two years from the date of election.	Renumbered
5.4 The Officers and Committee shall be elected at an Annual General Meeting.	<b>6.4</b> The Officers and Committee shall be elected at an Annual General Meeting.	Renumbered
5.5 The Officers and Committee shall accept both the votes of those present and postal votes duly presented at the meeting.	<b>6.5</b> The Officers and Committee shall accept both the votes of those present and postal votes duly presented at the meeting.	Renumbered
5.6 The Committee shall have power to co-opt up to two temporary additional members in order to fill a vacancy until the next election.	<b>6.6</b> The Committee shall have power to <b>co-opt</b> up to two temporary additional members in order to fill a vacancy until the next election.	Typo
5.7 At every Annual General Meeting the Secretary shall present a report of the year's actions by Officers and Committee, along with 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.	<b>6.7</b> 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.	Ok
5.8 The new incoming Executive committee will ensure that all bank accounts and signatory authorities be signed over to the new committee's President and Treasurer within 2 months of being appointed.		This was removed from the constitution in 2006. Consider reincorporating as part of the supplementary information below.
<b><i>What this rule replaces</i></b>	<b><i>What this rule elaborates</i></b>	Rather than replacing the rules, these procedures further describe how the committee operates.
The customary practices for electing Officers within the Committee and for conducting the meetings of the Committee.	The customary practices for electing Officers within the Committee and for conducting the meetings of the Committee.	Ok
<b><i>Election</i></b>	<b><i>Election</i></b>	
1. The constitution does not specify how the election of Officers and members of the Committee should be sequenced.	1. The constitution does not specify how the election of Officers and members of the Committee should be sequenced.	Ok
2. It is proposed that all nominations for Office also be considered nominations for the ordinary places on the Committee, such that: the election of Officers be held first, and that all unsuccessful candidates for office be able to contest the remaining places along with those nominated for the ordinary places.	2. It is proposed that all nominations for Office also be considered nominations for the ordinary places on the Committee, such that: the election of Officers be held first, and that all unsuccessful candidates for office be able to contest the remaining places along with those nominated for the ordinary places.	Ok
<b><i>Liability and Insurance</i></b>	<b><i>Liability and Insurance</i></b>	
1. All members of the Committee need to be aware of their responsibilities and liabilities for the actions of SAHANZ under the law.	1. All members of the Committee need to be aware of their responsibilities and liabilities for the actions of SAHANZ under the law.	See <a href="http://www.legislation.govt.nz/">http://www.legislation.govt.nz/</a> - we want the Incorporated Societies Act 1908 <a href="http://www.community.net.nz/">http://www.community.net.nz/</a> <a href="http://www.cab.org.nz/Pages/home.aspx">http://www.cab.org.nz/Pages/home.aspx</a> Incorporating a society 'is good for situations where it is intended that the society will be around for a long time and will have its own money. An incorporated society is a separate legal identity, so it can do things like open a bank account or hire people to work for the organisation. An incorporated society also has limited liability which means the individual

		members can't be pursued for the debts of the society." <a href="http://www.cab.org.nz/vat/rcc/comm/Pages/RegulationofsocietiesCharities.aspx">http://www.cab.org.nz/vat/rcc/comm/Pages/RegulationofsocietiesCharities.aspx</a> See also <a href="http://keepingitlegal.net.nz/learn-more/incorporated-societies/">http://keepingitlegal.net.nz/learn-more/incorporated-societies/</a>
2. SAHANZ must provide 'directors and officers' insurance to insure members of the Committee against personal liability for any actions by SAHANZ which might be negligent.	Removed	See above – we don't appear to need this.
	An annual audit is to be prepared along with an annual financial statement. The financial statement is to be submitted by the Point of Contact annually to the New Zealand Companies Office.	Robin Skinner to confirm timing of financial statement with NZ Companies Office.
<b>Committee Meetings</b>	<b>Committee Meetings</b>	
1. The Committee should meet at a minimum of 4 times each year. Once in person prior to the AGM and at one other time. Two of the meetings can be by telephone conference.	1. The Committee should meet at a minimum of 4 times each year. Once in person prior to the AGM. Other meetings can be by telephone conference.	Removing the second in-person meeting.
2. Of the seven members, the quorum of the meeting is four including two office bearers.	2. Of the seven members, the quorum of the meeting is four including two office bearers.	Ok
3. The Officers may present matters for the consideration of the Committee by 'Flying Minute' using email. If unanimity can be reached, then the matter can be considered decided, but any member of the Committee can ask the matter to be deferred and dealt with as an agenda item of a full meeting.	3. The Officers may present matters for the consideration of the Committee by 'Flying Minute' using email. If unanimity can be reached, then the matter can be considered decided, but any member of the Committee can ask the matter to be deferred and dealt with as an agenda item of a full meeting.	Ok
<b>Executive</b>	<b>Executive</b>	
1. The Executive of the Committee consists of the Officers who may meet as required to action matters discussed in the Committee or to develop policies and issues to discuss in Committee.	1. The Executive of the Committee consists of the Officers who may meet as required to action matters discussed in the Committee or to develop policies and issues to discuss in Committee.	Ok
2. Meetings of the Executive may be conducted by email correspondence or telephone discussion. They will be minuted by the Secretary and the minutes presented at meetings of the Committee.	2. Meetings of the Executive may be conducted by email correspondence or telephone discussion. They will be minuted by the Secretary and the minutes presented at meetings of the Committee.	Ok
<b>Membership Secretary</b>	<b>Membership Secretary</b>	
The Secretary of SAHANZ is also the Membership Secretary.	The committee may appoint an additional Membership Secretary.	A return to an earlier optional arrangement
<b>The Public Officer</b>	<b>Point of Contact</b>	Amended title in line with NZ regulations
Peter Bell has offered to act as Public Officer of the Society in the place of Scott Drake. The Public Officer is the contact point between the Society and the Government of South Australia where SAHANZ is incorporated. The Public Officer is not required to be a member of the Committee, or of the Society. Dr Bell has no wish to nominate for the Committee in 2003. In such a case the Committee	Robin Skinner is the current contact point between the Society and the Companies Office in New Zealand where SAHANZ is an incorporated society. The person in the contact point role is not required to be a member of the Committee, or of the Society.	FYI Skinner signed and addressed the forms for restoration of the society's status as an Incorporated Society in New Zealand, 3 June 2010. [His address c/o Architecture School, VUW, Wellington.] There is no requirement In NZ for this document to include a named Public Officer or Trustees, although there needs to be a physical address stated, along with a name of a person who will accept mail there. [Confirmed with NZ Companies Office]

## Editorial Board Operational Procedure (This procedure may be amended at a normal committee meeting)

CURRENT TEXT	SUGGESTED CHANGE	NOTES
Rule on the operation of the Editorial Board	Rule on the operation of the Editorial Board	
NOTE: This Rule is intended to clarify the operational aspects of the publishing work of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.	NOTE: This Rule is intended to clarify the operational aspects of the publishing work of the Society, which is described in the Constitution. The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.	
John Macarthur President 5 <sup>th</sup> September 2003	John Macarthur President 5 <sup>th</sup> September 2003	
Modified 'Formation of Editorial Board, 4' on 26/2/08	Modified 9 June 2011 and 16 June 2011	
Relevant Constitution Clauses:	Relevant Constitution Clauses:	
8. RULES	10. RULES	To be renumbered in line with 2006 constitution
8.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter Rules which will be customarily observed but will not have the force of this Constitution. Rules adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which Rules 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.	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.	To be reworded in line with 2006 constitution.
	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.	To be reworded in line with 2006 constitution.
	9. ALTERATIONS TO THE RULES	Quote this as well from the 2006 Constitution
	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.	Quote this as well from the 2006 Constitution
3. AIM	3. AIM	
3.4 publishing a scholarly journal;	3.4 publishing a scholarly journal;	
7. PUBLICATIONS	8. PUBLICATIONS	To be renumbered in line with 2006 constitution.
7.1 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.	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.	To be renumbered in line with 2006 constitution.

What this rule replaces	What this rule replaces	Rather than replacing the rules, these procedures further describe how the Editorial Board operates.
This Rule replaces the previous procedures for the appointment of the Editorial Board and Editors of Fabrications, and the customary practices for appointing the Editors of Proceedings of Annual Conferences.	This Rule amends the previous procedures for the operational aspects of the Editorial Board of the Society, with respect to the appointment of editors of Fabrications and tenure on the Editorial Board	
<b>Definitions and Roles</b>	<b>Definitions and Roles</b>	
<b>The Publications</b>	<b>The Publications</b>	
1. Fabrications is the scholarly journal referred to in 3.4 of the constitution. It remains the major publication of the Society.	1. Fabrications is the scholarly journal referred to in 3.4 of the constitution. It remains the major publication of the Society.	Ok
2. Proceedings of the Annual Conference. In the past these have been largely controlled by Conference Committees, but this Rule requires that Proceedings answer to a Policy developed by the Board and that their Editors, while nominated by a Conference Committee must be agreed and confirmed by the Board.	2. Proceedings of the Annual Conference. In the past these have been largely controlled by Conference Committees, but this Rule requires that Proceedings answer to a Policy developed by the Board and that their Editors, while nominated by a Conference Committee must be agreed and confirmed by the Board.	Ok
3. Other Publications A meeting of the Committee 27/3/03 decided to expand publications with the view to publishing or supporting the publication of books. This Rule establishes the structure by which the Committee can be advised on this matter.	3. Other Publications A meeting of the Committee 27/3/03 decided to expand publications with the view to publishing or supporting the publication of books. This Rule establishes the structure by which the Committee can be advised on this matter.	Ok
<b>The Committee of SAHANZ</b>	<b>The Committee of SAHANZ</b>	
The Officers and Committee of the Society will determine the number and type of publications of the Society. The Officers and Committee will appoint an Editorial Board to advise it on these matters. The Committee will allocate a budget for Publications.	The Officers and Committee of the Society will determine the number and type of publications of the Society. The Officers and Committee will appoint an Editorial Board to advise it on these matters. The Committee will allocate a budget for Publications.	Ok
<b>Role of the Editorial Board</b>	<b>Role of the Editorial Board</b>	
1. The Board will determine: an Editorial Policy for each publication, financial support for each within a Budget given by the Society, and appoint Editors.	1. The Board will determine: an Editorial Policy for each publication, financial support for each within a Budget given by the Society, and <b>recommend</b> Editors.	This is in line with 8.1 on the Constitution above which states: 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.
2. An Editorial Policy is a written document stating the aims, range of content, frequency, peer reviewing process, and financial considerations for each publication.	2. An Editorial Policy is a written document stating the aims, range of content, frequency, peer reviewing process, and financial considerations for each publication.	Ok
3. The Editorial Board will develop ideas and strategies for publication which it will put to the Committee for consideration	3. The Editorial Board will develop ideas and strategies for publication which it will put to the Committee for consideration	Ok
4. The Editorial Board will take charge of the distribution of the publications	4. The Editorial Board will take charge of the distribution of the publications	Ok
5. The Editorial Board will keep financial records of all expenditure and income and, when required report to the Treasurer.	5. The Editorial Board will keep financial records of all expenditure and income and, when required report to the Treasurer.	Ok
<b>Formation of the Editorial Board</b>	<b>Formation of the Editorial Board</b>	
1. The members of the Editorial Board will be between eight to 12 persons of substantial repute for their scholarship.	1. The members of the Editorial Board will be between eight to 12 persons of substantial repute for their	Ok

	scholarship.	
2. Members of the Board who are resident in Australia and New Zealand or scholars of Australian and New Zealand architecture are expected to be financial members of the Society. Non-SAHANZ members might serve on the Board if their expertise was particularly required.	2. Members of the Board who are resident in Australia and New Zealand or scholars of Australian and New Zealand architecture are expected to be financial members of the Society. Non-SAHANZ members might serve on the Board if their expertise was particularly required.	Ok
3. The range of expertise on the Board should be such that it is able to have oversight of the Society's publications. Members of the Board should be able and available as peer reviewers of submissions if invited by Editors.	3. The range of expertise on the Board should be such that it is able to have oversight of the Society's publications. Members of the Board should be able and available as peer reviewers of submissions if invited by Editors.	Ok
4. Members will be appointed onto the Board for four years with an option to extend for a further two years. The general expectation is that some of the Board should refresh every two years. Previous members of the Board may offer to rejoin after 2 years. The Committee may request Board members to extend their term.	4. Members will normally be appointed onto the Board for four years. The general expectation is that some of the Board should refresh every two years. Previous members of the Board may offer to rejoin after 2 years. In exceptional circumstances, the Committee may request Board members to extend their term in further two year periods.	This more accurately reflects what has happened in practice.
5. Current Editor/s of Fabrications should, not in general, be members of the Board.	5. Current Editor/s of Fabrications should, not in general, be members of the Board.	Ok
6. Retiring Editors of Fabrications are particularly encouraged to offer themselves as Board members.	6. Retiring Editors of Fabrications are particularly encouraged to offer themselves as Board members.	Ok
7. The Board will be convened by a Chair, appointed by the Committee. The Chair will keep minutes and report to the Committee. In general the Chair of the Editorial Board should not be a current Officer or member of the Committee.	7. The Board will be convened by a Chair, appointed by the Committee. The Chair will keep minutes and report to the Committee. In general the Chair of the Editorial Board should not be a current Officer or member of the Committee.	Ok
8. Appointments and retirements and the position of the Chair of the Board should be advised by the Committee to the Members at the AGM.	8. Appointments and retirements and the position of the Chair of the Board should be advised by the Committee to the Members at the AGM.	Ok
<b>The Editors</b>	<b>The Editors</b>	
1. Editors of any SAHANZ publication have full editorial control and responsibility for the content of the publication within the Editorial Policy set by the Board.	1. Editors of any SAHANZ publication have full editorial control and responsibility for the content of the publication within the Editorial Policy set by the Board.	Ok
2. The Editors of Fabrications will be nominated by the Editorial Board and approved by the Committee at the AGM. They are appointed for four years with one editor retiring every second year.	2. The Editors of Fabrications will be recommended by the Editorial Board for approval by the Committee. They are appointed for four years with one editor retiring every second year. Announcement of editors will normally be made at the AGM.	This is in line with 8.1 on the Constitution above which states: 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. It also reflects what happens in practice.
3. Editors of Proceedings are nominated by a Conference Committee to the Board.	3. Editors of Proceedings are nominated by a Conference Committee to the Board.	Ok
4. The Board may commission an Editor for any other publication that it has agreed with the Committee and for which an Editorial Policy has been established.	4. The Board may commission an Editor for any other publication that it has agreed with the Committee and for which an Editorial Policy has been established.	Ok