

# Society of Architectural Historians of Australia & New Zealand

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President: Naomi Stead  
Treasurer: Ashley Paine  
Secretary: Janina Gosseye

## **AGENDA**

SAHANZ Annual General Meeting

Friday 12<sup>th</sup> July 2019, Sydney, during lunch – time to be confirmed

**Attachments:** 01. SAHANZ constitution  
02. SAHANZ strategic plan

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### **1. Apologies**

### **2. Approval of Previous Minutes**

### **3. Reports**

#### **a. President's Report**

- Changes to the SAHANZ constitution (see attachment 01)
- SAHANZ survey and strategic plan (see attachment 02)
- SAHANZ website and availability of proceedings
- 2019 Saunders grant

#### **b. Secretary's Report**

#### **c. Treasurer's Report**

#### **d. Social media manager's Report**

#### **e. Editorial Board Report**

#### **f. *Fabrications* Editors Report**

#### **g. 2019 Conference Convenor's Report**

#### **h. 2020 SAHANZ Conference**

### **4. Election of new SAHANZ Committee**

### **5. Business arising**

# Society of Architectural Historians of Australia & New Zealand

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## Minutes: Annual General Meeting (AGM) 2018

**Location:** Room VS 125, Faculty of Architecture and Design, Victoria University of Wellington  
Saturday 7<sup>th</sup> July 2016, 11.45am – 1.30pm (NZST)

**Attendance:** Naomi Stead (NS, President, chair) Bill McKay (BM, Committee member, minutes), Paul Walker (PW), Jennifer Preston (JP), Michael Jasper (MJ), Gill Matthewson (GM), Julia Gatley (JG), Mirjana Lozanovska (ML), Philip Goad (PG), Lloyd Jones, Renee Miller-Yeaman, Andrew Murray AM), Michael Dudding, Joanna Merwood-Salisbury (JM-S), Chris McDonald, Annalise Varghese, Sanja Rodes, Macarena de la Vega de Leon (MVL), Emina Petrovic, Paul Hogben, Ursula de Jong (UJ)

**Attachments:** -

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### 1. Apologies

Robyn Skinner, Miles Lewis, Amy Clarke, Peter Scriver, Janina Gosseye, Julie Willis, Donald Leslie Johnson, Andrew Leach, Kate McDougall, Lisa Daunt

### 2. Approval of Previous Minutes

Approved subject to correction of spelling mistake in 3a: 'cahir / chair'.

### 3. Reports

#### a. President's Report

Naomi Stead (NS) thanked the committee and convenors of the 2018 conference and provided an update on the 2019 joint SAHANZ / EAHN conference in Sydney then reported on a number of issues and in particular a number of important initiatives, some as a result of a special joint meeting of the Executive Committee and Editorial Board.

**Website:** The SAHANZ website has moved to a Wordpress-based platform, to become more user-friendly enabling updates and management by various committee members, reduce the hosting fees, and improve future functionality options; in particular hosting past SAHANZ conference sites and proceedings, something becoming problematic at our institutions. In order to to express sincere thanks to Robin Skinner for his years of assiduous and diligent service maintaining the website NS put the motion: 'That Robin Skinner be thanked for his service over many years building and maintaining the SAHANZ website'. Seconded by Philip Goad and passed.

**Hosting of past conference proceedings:** Extensive discussions with Julie Willis, who has been overseeing the digitisation of proceedings for some years, and Paul Walker, Chair of the Editorial Board, have raised awareness of issues such as copyright over images included in past papers, meta-data tagging of files and thesis issues, that will need to be resolved prior to uploading proceedings. The Committee has left these decisions to the Editorial Board.

**Social media roles:** Following 2017 AGM discussion (and earlier work by Amy Clark on social media policy for the Society), and after an open call for nominations for the role, two were received. As a trial, two social media manager positions have been established, one working with the Executive Committee and the other with the Editorial Board. NS put the motion: 'That the Constitution be amended to add the roles of Social Media Manager - Executive Committee, and Social Media Manager – Editorial Board, as

office-bearer roles'. Seconded by UJ and passed. BM noted that as per the Constitution, actual rule changes would be formalised by the Committee, circulated among the membership and passed at a future SAHANZ meeting. NS then put the motion: 'That Macarena de la Vega de Leon (MVL) and Andrew Murray (AM) be appointed to the roles of Social Media Manager - Executive Committee (MVL), and Social Media Manager – Editorial Board (AM). Seconded by PG and passed. PW pointed out that the term of the Committee was two years whereas that of the Chair of the Editorial Board was six, therefore to reflect the Committee officer role, the following motion was proposed by NS: 'That Social Media Manager – Editorial Board term be two years' Seconded by ML and passed.

Society email communication: Changes to hosting (now MailChimp) were noted, Justine Clark was thanked for her work and the University of Queensland thanked for hosting in the past. More discussion on the way these changes could be used took place during the Secretary's report.

Rise in membership fees: For the first time in many years, Ordinary membership fees were raised \$20 last year to \$110, Student membership remaining at \$60. This enabled funding of changes to the website, continuing support of the PhD Symposia and a rise in the David Saunders Grant to \$3000. NS noted that in the absence of formal provision to regularly review the membership fee (although not necessarily on the assumption that there will be any change), this should be written into the constitution. NS put the motion: 'That the Constitution be amended to add a provision that the membership fee be formally reviewed as a matter of course every two years by the incoming committee, on the understanding that they may decide to increase, reduce, or leave it as is.' Seconded by MJ and passed.

Rise in the David Saunders Grant: This was again noted, the aim being to make the grant more useful and attractive to emerging researchers, viability to be further discussed in the Treasurer's Report.

Hand-over between Committee Office-bearers: The Executive Committee has systemised this, as part of website changes, by setting up a series of role-specific email addresses and DropBox folders where all documents pertaining to the role of President, Secretary, and Treasurer will be held permanently, easing Committee transition and creating a Society archive.

SAHANZ-endorsed session at 2019 SAH conference: As the call for proposals for this did not attract any, the Committee supported a late proposal by Janina Gosseye and Philip Goad, titled 'Faith in the City', subsequently accepted by SAH.

PhD Symposium 2018/2019: Given the success of previous Symposia, the Committee recently called for expressions of interest to host the 2018/19 event, however no proposals were received. A call on the floor resulted in no expressions of interest but agreement to think about it. Discussion included a suggestion to combine with the SAHANZ/EAHN joint conference in Sydney next year. Although considering the current host's workload, could another Sydney institution host it? Also suggestion of a half day within the main SAHANZ/EAHN conference and a suggestion to ask current convenors to ask other institutions.

Conference and Symposium 2020: A call for expressions of interest in running these events resulted in no offers.

Greater links with heritage and heritage activist bodies: In recent years SAHANZ has developed much stronger relationships with cognate bodies internationally; the Committee believes closer relationships and alignments with additional Australasian groups sharing similar concerns and aims would be useful. Discussion of heritage and heritage activist group's activities followed.

Ursula de Jong (UJ) put the motion: 'That the Committee and membership should actively pursue connections with other organisations, the latter communicating these to the Committee' Seconded by JP and passed. This topic came up again in Business Arising (below).

Proposal for a membership survey and development of a strategic plan: The Committee is beginning work on a draft SAHANZ strategic plan, to further the aims of the society and as part of the process proposes a programme of consultation with membership and other interested parties. The SAH has

assisted by providing their strategic plan and its development procedure including their survey questions. The Committee proposes to survey the members, using a modified version of the SAH procedure, and prepare a draft strategic plan to be presented to the membership.

Announcement of 2018 David Saunders Grant recipient: Three applications were received. PhD candidate at the University of Queensland, Lisa Marie Daunt, was successful with a project entitled 'Communities of Faith: Far North Queensland's Innovative Modern Post-war Church Architectures.' Daunt had to leave the Conference early, due to family commitments, but extended her thanks.

### **b. Secretary's Report**

Presented by NS, the Secretary Janina Gosseye reported the Committee had met by tele-conference four times in the past year as well as engaging in discussion by email. One of these meetings was combined with an Editorial Board meeting.

Membership and Communication: was stable at 130 Members (102 Full, 18 Student, 10 Life & Honorary) with a slight upward trend. The new website had a new membership renewal system and the Society had a new, more effective email list and hosting (thanks again to Justine Clarke). Members were reminded to renew membership. The Secretary's report posed questions on the potential use of the email list and a possible e-newsletter (discussion is reported below). Mention of the Committee's Skype meetings prompted discussion around rule 7.1 requiring that the Committee meet at least once 'in person' and that this was increasingly difficult with the geographical spread of committee members, time commitments and the cost of travel. BM proposed a motion: 'That the Constitution be amended and the phrase 'At least one committee meeting per year the committee will meet in person' be deleted from the rules'. Seconded by PW and passed. It was again noted that as per the Constitution, rule changes would need to be circulated to the wider membership and passed at a future meeting. PG noted the desirability of the Committee occasionally meeting in person and proposed a motion, in relation to travel costs: 'That a business plan accompany the Committee's strategic plan' Seconded by JG and passed.

A discussion about where and when membership was paid, particularly when it was included in conference registration, noted that a couple of members may have paid twice for membership renewal. This resulted in general agreement that communications about membership renewal should happen shortly after the annual conference and that more clarity was necessary. The Committee may consider amending the Conference Policy and Guidelines to assist this when membership renewal was part of conference registration.

Discussion on the use of the new email list for regular communication and possible newsletters resulted in widespread agreement that s-architecture and similar existing email subscriptions were not suitable vehicles for communicating with SAHANZ membership. The need was noted for care around cross-posting and too-frequent emails or newsletters (e.g. weekly). In relation to the Secretary's proposal of a regular newsletter, there was general agreement on PW's suggestion that the new social media reps (MVL and AM) develop a plan to be approved by the Committee and NS suggested a sub-group/sub-committee explore this.

### **c. Treasurer's Report**

Presented by Bill McKay (BM), Treasurer Ashley Paine reported that the Society's financial position was stable with \$76,148.26 in assets mostly generated through income from membership fees. This compares with \$76,988.85 last financial year. Concern was expressed regarding the sustainability of the David Saunders Grant; \$11,313.47 of total assets remaining in that account will only last three more years.

As per the President's report, the Ordinary membership fee rise was noted and it was recommended that incoming Committees review fees every two years. The greatest expenditure in the past year has been \$7,598.00 approved for the new website.

Copyright Fees: Following the 2017 AGM, specialist legal advice was sought regarding the Society's right to collect and retain payments from the Australian Copyright Agency and it was found that this

money should either be returned to authors or that authors waive their right to payments. To date, \$1552.58 has been repaid and further repayments are expected. Discussion regarding this issue noted some confusion: JM-S (this year's co-convenor) reported authors at this conference were asked to waive payments; two papers were withdrawn, possibly over confusion between waiving of money and/or the author's copyright of text. The latter is retained and more information for members and conference participants is available on the SAHANZ website.

**Society Incorporation and Tax Requirements:** It was noted that in 2015, the society's incorporation in New Zealand lapsed. BM spoke to this and is working on re-instatement; this will involve submitting three years of past accounts, the Society's rules and a small fee (approximately \$250). There may be a need to revise the Society's rules to include those recommended by the NZ Companies Office (in a model set of rules), such as procedures in the event of the Society being wound up.

The Society's tax obligations in NZ have been consistently met, however reporting obligations with the Australian Tax Office have not and the Committee is working to correct this. In order to clarify requirements NS proposed the motion: 'That obligations under NZ and Australian tax law be formalised and included in the Society's guidelines and constitution'. Seconded by JG and passed.

Similarly, the need for audits of the Society's accounts was being dealt with by the Committee. The Treasurer requested that as soon as an audit is completed it would be submitted for ratification and this needed AGM approval for ratification at a committee meeting as per previous years. BM put the motion: 'That the AGM give approval for audit ratification at a future Committee meeting'. Seconded by JP and passed.

#### **d. Editorial Board Report**

Paul Walker (PW) thanked Karen Burns and Andrew Leach for their work as they completed their terms on the Board and welcomed Andrew Murray, new social media manager.

**Conference Proceedings Editors:** He advised that Andrew Leach and Lee Stickells of the University of Sydney have been appointed as editors for the publication's 36th volume, to follow the joint SAHANZ / EAHN conference, Sydney, 2019. He thanked John Ting and Gevork Hartoonian for bringing the 34th volume of the Proceedings to publication late in 2017, and Joanna Merwood-Salisbury, Chris McDonald, and Michael Dudding, co-convenors of the Wellington conference, for their work to date on the 35th volume.

**Fabrications:** Mirjana Lozanovska joined Anoma Pieris as co-editor of Fabrications in 2017, succeeding Stuart King. PW thanked Anoma and Mirjana for their outstanding work on the journal. Farzaneh Haghighi was appointed to the new role of Reviews Editor and he thanked her for the great increase in reviews. He reported on frustrations about the support the journal receives from members of the Society and the tension between journal and conference proceedings publication and the need for members and institutions to value both. A key issue is whether the requirement that papers presented at the SAHANZ conferences must be published in the Proceedings is preventing good work being submitted to the journal. The 2019 Conference will test an option (following EAHN protocols) where authors of papers presented at the conference can opt out of having them published in the digital proceedings, to allow publication in other venues, hopefully Fabrications. PW noted the editing role was becoming more onerous and to support the editors, the Board will propose to the Society Committee that a sum be made available annually to the journal for administrative support.

**Conference proceedings digitalisation and hosting:** Thanks to Julie Willis for her work on digitalisation of proceedings to enable online viewing, but issues have arisen around image copyright and hosting, as well as accessibility by search tools (eg National Library of Australia's Trove). This is being investigated. The issue of conference proceedings being hosted on institutional websites was also noted. Paul Walker put the motion: 'That the prioritisation of digitisation of conference proceedings be changed to enable swift migration of conference proceedings from institutional websites to the SAHANZ website'. Seconded by PG and passed. Discussion of different formats followed with agreement that the Editorial Board would work this out. After further discussion, Philip Goad put the

motion: 'That the Chair of the Editorial Board be appointed to the SAHANZ Committee'. Seconded by UJ and passed. BM noted that the rules seemed to allow co-option to the Committee, but if this was to be a permanent arrangement it should be reflected in a revision of the Constitution rules. It was noted this should also be reflected in the Committee strategic plan.

#### **e. Fabrications Editors' Report**

Mirjana Lozanovska (ML) reported Stuart King and Anoma Pieris co-edited *Fabrications* in 2017 inclusive of the first issue in 2018. ML took over from Stuart mid-way through the second issue. ML thanked them, submitters and referees, and special thanks to the team at Taylor and Francis, especially production editor Tamara D'Mello. In 2017 *Fabrications* received 29 articles for consideration and accepted 16, with varying degrees of revisions. The rejection rate was 46%, some 66% required major revisions. Of those published, ten submissions were received from Australia, two from NZ, two from the US and Canada, two from Europe. The journal reputation is growing, with full text downloads steadily increasing: 2015: 6,601 full text downloads, 2016: 7,915, 2017: 8,414. Downloads from outside 2015-2016 hover between 45-48% of total downloads.

The order of issues was noted and that Farzaneh Haghghi, as new reviews editor has built up a bank of books and reports which will be matched with issues. ML thanked all involved for the creation of this role and see it as a positive avenue for mentoring junior scholars. A particularly vexing issue has been the replication of content previously published as conference proceedings. ML would like to advise the membership that content from papers published in SAHANZ or other conference proceedings cannot be even partially reproduced. All members were encouraged to accept referee assignments, submit material to *Fabrications* and, when published, to promote their work in *Fabrication* through their own networks.

#### **f. 2018 Conference Convenor's Report**

Joanna Merwood-Salisbury (JM-S) thanked some SAHANZ Committee Officers past and present, her fellow convenors, the Conference Organising and Academic Committees and referees.

128 abstracts were received, 94 accepted and 48 full papers accepted for presentation and publication. As mentioned earlier, two withdrew, possibly over confusion between the need to waive copyright monies (as opposed to copyright which is retained by authors). There were 51 registrations including 22 students; the balance of academics and students (mostly PhDs) was good.

The final accounts are still to be determined but in approximate terms, costs were reported as \$18,000 and income was \$17,000, resulting in a loss of \$1,000 which will be covered by the generosity of the host School of Architecture. It was noted, as above, that Victoria University of Wellington was unlikely to host proceedings on its website and that they be migrated immediately to the SAHANZ website.

At the suggestion of Philip Goad a vote of thanks to the convenors was recorded.

#### **g. 2019 Conference Convenor's Report**

No one was present to report on the 2019 conference, a joint SAHANZ and European Architectural History Network (EAHN) conference in Sydney (10-13 July) but the Committee has been in contact with convenors in relation to dates and funding.

### **4. Business Arising**

MVL raised the possibility of a student member of the Committee (which by rule consists of seven members). In addition to the three Committee Officers (President, Secretary, Treasurer), rule 6.3 allows one member of the four Ordinary members of the committee to be a student, but there are currently no vacancies until next year's election at the 2019 AGM.

JP of the Heritage Committee of the New South Wales chapter of the AIA expressed interest in forming better connections with SAHANZ and other similar heritage related organisations, including cross-promotion of conferences. She is happy to be contacted directly. It was also noted that ICOMOS and the National Trusts of Australia partnered in a conference recently. DocoMoMo Australia was also being encouraged to host a conference and could well partner with another organisation. NS noted she was keen to travel and talk with different organisations to improve connections.

## **5. Any Other Business**

GM, PW, ML and others discussed institutional encouragement of staff to publish in journals rather than conference proceedings. General agreement on need to work with our institutions to acknowledge the value of conferences and the significance of both SAHANZ's journal and its conferences.

BM noted the University of Auckland's decision to close three Faculty of Creative Arts and Industries specialist libraries including the Architecture and Planning Library. Some of the books are to be placed in the General Library and the rest in storage. Many library staff from across the Faculty are to apply for new jobs and there would be a loss of 45 positions. He proposed a motion: 'That SAHANZ register its deep disappointment at the decision to close the Architecture and Planning Library, resulting in the loss of both a distinctive collection of international significance and specialist staff'. Seconded by Philip Goad, passed with one abstention.

The AGM finished on time at 1.30 with NS thanking members for their attendance.

DRAFT

# **CONSTITUTION**

## **RULES OF THE SOCIETY OF ARCHITECTURAL HISTORIANS, AUSTRALIA AND 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 Issuing 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
- Life Memberships
- Honorary Memberships

Life membership is awarded in light of service to the Society. Honorary membership is awarded to acknowledge service to architectural history. 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.
- 4.5 Membership will run from 1 July to 30 June. When a conference straddles two membership years, conference fees will be available at the members’ rate for the conference that occurs at the beginning of the membership year.
- 4.6 Everyone who wishes to present at the annual SAHANZ conference must become a member of the Society for that membership year.
- 4.7 Membership fees shall be reviewed by the incoming Committee every two years, on the understanding that they may decide to increase membership fees, reduce membership fees, or retain the existing membership fees.



## **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 Membership terminates when members cease to be a financial member as at 30 June.
- 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 In general, all Officers of a Society have a duty to:
- act in good faith and in the Society's best interests
  - exercise their powers for a proper purpose
  - act in accordance with the Society's rules and objects
  - ensure the Society's affairs are carried out in a way that does not create a substantial risk of loss to the society's creditors
  - ensure that the Society does not incur an obligation that it cannot fulfil
  - take reasonable care in exercising their duties
  - ensure that they do not personally profit from their position of trust

Officers are indemnified for costs and liabilities that they incur through committing wrongful acts in good faith while properly serving the Society.

6.2 The Committee shall consist of four officers, being President, Secretary, Treasurer and Social Media Manager, and four others.

6.3 The Officers shall be elected from among the Ordinary members. Of the other members of the Committee, one may be a student member, one is the Chair of the SAHANZ Editorial Board, and the rest shall be Ordinary members.

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

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

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

6.7 The Committee shall have power to co-opt up to two temporary additional members in order to fill a vacancy until the next election.

6.8 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.

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. PARTNER ORGANISATIONS**

Other organisations which have similar aims and disciplinary focus may be designated Partner Organisations to the Society.

## **10. ALTERATIONS TO THE RULES**

- 10.1 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 twentyone 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.
- 10.2 In addition, operating procedures (e.g. of the Editorial Board, 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.

## **11. OPERATING PROCEDURES**

- 11.1 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.
- 11.2 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.

## **12. COMMON SEAL**

- 12.1 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.

## **13. CONTROL AND INVESTMENT OF SOCIETY'S FUNDS**

- 13.1 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.
- 13.2 All income, benefit, or advantage must be used to advance the charitable purposes of the Society. No addition to or alteration of the objects, personal benefit clause or the winding up clause shall be made which would alter the tax-exempt status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

- 13.3 No member of the Society, or anyone associated with a member, is allowed to take part in, or influence any decision made by the Society in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- 13.4 Any payments made must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- 13.5 An annual financial statement must be prepared and submitted at the AGM, and a biennial audit must be conducted.
- 13.6 Obligations under NZ and Australian society and tax law must be met. In New Zealand these are currently (and may be subject to change): (a) submission of an annual tax return to Inland Revenue; (b) submission of an annual financial statement to the Companies Office; (c) submission of any constitution/rule or office-holder changes to the Companies Office. In Australia these are currently (and may be subject to change): (a) submission of an annual tax return to Australian Tax Office, or, (b) submission of notice to Australian Tax Office that a tax return is not required for that financial year.

#### **14. WINDING UP**

- 14.1 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.

Dated 10 June 2019

**SAHANZ strategic plan 2020-2022 DRAFT**

<b>Our mission</b>	<b>Our vision</b>
<p>To support, promote, and activate research on architectural history in Australia and New Zealand.</p> <p>To be recognised, respected, and sought out as the peak body for knowledge of architectural history in Australia and New Zealand.</p>	<p>A thriving community of architectural scholars, practitioners and advocates undertaking excellent research (with a special focus on Australia and New Zealand), where this new knowledge is widely respected, communicated, and set into effect in the world.</p> <p>The Society’s research is useful and available – locally and internationally - to scholars, students, practitioners, advocates for heritage conservation, and the public at large.</p>

<b>Our values</b>	<b>Our Role</b>	<b>Our work</b>
<ul style="list-style-type: none"> <li>- Valuing excellence in research in, and teaching of, architectural history</li> <li>- Valuing integrity in the conduct of research in architectural history, including respecting Indigenous and First Nation protocols and ways of knowing</li> <li>- Valuing and communicating the particular qualities of regional architectural histories in AU and NZ, and placing these in a global context</li> <li>- Being open to diverse approaches, frameworks, and methods in research in architectural history (broadly defined)</li> <li>- Offering a supportive and inclusive community of practice for a broad range of people interested in architectural history</li> <li>- Actively supporting the intellectual and career development of early career researchers including PhD candidates</li> <li>- Advocacy for the continuing value and relevance of architectural history in the present and future</li> </ul>	<ul style="list-style-type: none"> <li>- Support and promote research on architectural history in AU and NZ, including indigenous traditions</li> <li>- Offer a platform for discussion, criticism and debate on architectural history in AU and NZ</li> <li>- Create a thriving community of those interested in architectural history in AU and NZ</li> <li>- Engage in public advocacy about the value and significance of architectural history and heritage in AU and NZ</li> <li>- Support architectural heritage conservation in AU and NZ</li> <li>- Provide knowledge and evidence to advance the practice of allied fields including heritage, conservation, architectural practice, etc</li> <li>- Engage in public scholarship which is accessible to a broad public audience and contributes to discourse and the public domain</li> <li>- Position the arch history of AU and NZ within international debate and discourse</li> <li>- Support the preservation of architectural heritage in Australia and New Zealand</li> </ul>	<p><i>Current work:</i></p> <ul style="list-style-type: none"> <li>- Conference</li> <li>- Journal / Fabrications</li> <li>- PhD symposium</li> <li>- Newsletters / communications</li> <li>- Social media</li> <li>- Website</li> <li>- Maintaining and making-accessible the archive of past proceedings</li> <li>- Books</li> <li>- Expert witness testimony</li> </ul> <p><i>Possible future work:</i></p> <ul style="list-style-type: none"> <li>- ECR mentoring program</li> <li>- Reduced conference fees for PhD candidates</li> <li>- Funding and/or motivating and/or publishing book projects</li> <li>- Awards – best paper, best student paper, heritage awards,</li> <li>- Engagement in advocacy and public debate around architecture and heritage conservation</li> <li>- Walking tours</li> <li>- local/thematic interest groups</li> <li>- public lectures and events beyond conference</li> </ul>

<b>Our core goals</b>	<b>Core strategy A</b>	<b>Core strategy B</b>
Our goal is to maintain and grow the Society, in a considered and sustainable way, which is consistent with its values and history, so it can continue its mission.	Secure the future and ongoing viability of the society by increasing membership and revenue.	Increase the visibility, relevance, impact and influence of the society.
	1. Build revenue and financial reserves	1. Complete transition of digital proceedings onto Society website.
	2. Locate alternative funding sources (sponsorship, partnerships, new activities, new projects)	2. Raise visibility and profile of the society, by taking a distinct position on current debates and issues and articulating this via public statement or press release
	3. Maintain or increase membership and attendance at the annual conference	3. Increase the Society's engagement with popular and professional media around current issues and debates.
		4. Increase the Society's contribution to expert opinion and commentary on current issues and debates.

### Portfolio objectives

<b>Portfolio</b>	<b>Purpose</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Advocacy and public scholarship</b> [President]	Arguing publicly for the value and preservation of architectural history and heritage in AU and NZ.  Developing and articulating SAHANZ positions on current issues related to architectural history and heritage in AU and NZ.  Contributing to contemporary political and policy debates relevant to architectural history and heritage in AU and NZ.	Identify and begin engagement with aligned advocacy groups.  Actively engage (directly or via SAHANZ membership) with media organisations, to provide expert commentary and position statements on current issues in architectural history, heritage, and their preservation.	Build relationships and partnerships with aligned advocacy groups.	Develop active collaborations with aligned advocacy groups including joint events, cross-promotion of events, joint statements.
<b>Finance / Sponsorship</b> [Treasurer]	Identifying and pursuing new sponsors, and new sources of revenue and funding for the society	Pursue Not for Profit status.  Pursue sponsorships and partnerships with industry and aligned organisations.	Identify new resource-generating projects and activities and develop.	Roll out new resource-generating projects and activities.
<b>Partners / International engagement</b> [Nominated Committee member]	Maintaining existing Institutional partnerships (EAHN, SAH) and developing new ones, in Australasia and beyond	Explore possible new partnerships: AAANZ, SAHGB, DOCOMOMO, ICOMOS, National Trust, Association of Historic	Advance specific programs and activities partnered with new institutional partners in AU and NZ.	Advance specific programs and activities partnered with new institutional partners internationally.

		<p>Houses, Australian Institute of Architects, NZIA, Melbourne Open House, Sydney Living Museums, etc.</p> <p>Identify, prioritise and connect with relevant organisations in AU and NZ. Develop relationships.</p>	<p>Identify, prioritise and connect with relevant organisations internationally. Develop relationships.</p>	<p>Explore connections with institutional groups in aligned scholarly fields – urban history, landscape history, social history, materials conservation, heritage studies, etc</p>
<p><b>Communication / Marketing</b></p> <p>[Social Media manager]</p>	<p>Communicating and publicising the work of the society and its members – within the society, and outwards to a wider scholarly and architectural community of practice.</p> <p>Identify vehicles and platforms (including SAHANZ newsletter, website, and social media presence) to increase communication between and beyond members.</p>	<p>Build greater community, communication, and collaboration <i>within</i> the society using communications tools and platforms.</p>	<p>Reach out to a community of practicing architects using communications tools and platforms.</p> <p>Actively encourage more practicing architects to become members and explore ways in which the conference can be more meaningful, inclusive and attractive to practitioners</p>	<p>Reach out to a wider scholarly community using communications tools and platforms.</p> <p>Actively encourage more interdisciplinary scholars to become members and explore ways in which the conference can be more meaningful, inclusive and attractive to interdisciplinary scholars.</p>
<p><b>Outreach / Public engagement</b></p> <p>[Nominated Committee member]</p>	<p>Raise the profile of the Society and engage with a larger public audience – sharing the work of the society and its goals and values.</p> <p>Identify platforms and mechanisms through which the society can communicate with the public and become a trusted expert resource.</p>	<p>Identify events and activities where the public can actively engage with SAHANZ members and expertise.</p>	<p>Develop partnerships and projects to deliver more public-focussed events (Public lectures, guided walks, partner-network talks, industry talks)</p>	<p>Deliver a program of public-focussed events which draws upon the capacity and connections of the Membership.</p>
<p><b>Projects / Programs / Publications</b></p>	<p>Special projects and initiatives as identified by the Committee.</p>	<p>Continue the project of making-available past proceedings on the website</p>	<p>Pursue possible publication projects and sources of funding</p>	<p>Pursue other special projects and programs as agreed by the committee</p>

[Nominated Committee member]			(including possible crowd-funded / advance sales books)	
<b>Pedagogy and Institutional relationships</b>  [Nominated Committee member]	<p>Encourage student participation in the activities of the Society.</p> <p>Support the teaching of architectural history.</p> <p>Strengthen and manage relationships between the Society and Universities teaching architecture and aligned disciplines in AU and NZ.</p>	<p>Initiate and develop relationships with architecture regulatory and accrediting bodies in AU and NZ including the Australian Institute of Architects, NZIA, AASA, AACA, ADBED, ARBs, etc</p> <p>Initiate and develop stronger relationships between SAHANZ and individual architecture schools in AU and NZ (possibly including partnership and sponsorship)</p> <p>Initiate and develop relationships with student representative bodies including SONA.</p>	<p>Initiate and develop relationships with institutional and industry bodies in related fields – planning history, landscape architecture, preservation and conservation, etc</p> <p>Build a network to share best practice in teaching architectural history in AU and NZ.</p>	<p>Develop programs to encourage student participation in Society activities.</p>

**Aims according to the current SAHANZ Constitution:**

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 issuing 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