

# Society of Architectural Historians of Australia & New Zealand

SAHANZ INCORPORATED IN NEW ZEALAND

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## Rule on the Operation of the Committee

Updated 24 October 2020

NOTE: This 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 The Rule is binding on the Committee and Members of the Society until amended or rescinded at an ordinary meeting of the Committee.

### Relevant Constitution Clauses:

#### 10. RULES

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.

#### 9. ALTERATIONS TO THE RULES

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Committee of the Society's scholarly journal, the organisation of the annual conference) may be altered, added to, or rescinded at any time by a meeting of the Committee provided that any such procedures accord with the Rules and the aims of the Society.

#### 6. OFFICERS AND COMMITTEE

6.1 The Committee shall consist of four officers, being President, Secretary, Treasurer and Social Media Manager, 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, one is the Chair of the SAHANZ Editorial Board, and 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 co-opt 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.

## What this rule elaborates

The customary practices for electing Officers within the Committee and for conducting the meetings of the Committee.

### Election

1. The constitution does not specify how the election of Officers and members of the Committee should be sequenced.
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.

### Liability and Insurance

1. All members of the Committee need to be aware of their responsibilities and liabilities for the actions of SAHANZ under the law.
2. 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.

### Committee Meetings

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.
2. Of the seven members, the quorum of the meeting is four including two office bearers.
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.

### Executive

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.
2. Meetings of the Executive may be conducted face-to-face, by video or teleconferencing or by other means as agreed. They will be minuted by the Secretary and the minutes presented at meetings of the Committee.

### Membership Secretary

The committee may appoint an additional Membership Secretary.

### Point of Contact

Cristina Garduño Freeman 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.