

R U L E S

of

THE NEW ZEALAND ARCHAEOLOGICAL ASSOCIATION (INCORPORATED)

NAME: 1. The name of the Association shall be "The New Zealand Archaeological Association".

OBJECTS: 2. The objects of the Association shall be:-

- (1) To initiate and to organise research into the prehistory of New Zealand and related areas in the Pacific.
- (2) To unite all persons engaged or interested in archaeology by holding conferences and meetings for the discussion of archaeological questions.
- (3) To increase and diffuse knowledge of all matters relating or of interest to archaeologists and to assist in the spread of this knowledge among the public generally.
- (4) To strengthen the links between the professional and the amateur archaeologist.
- (5) To encourage and foster teaching and research in archaeology.
- (6) To affiliate with, establish relations with, become a member of or co-operate with any Association, Society, Body or combination of Associations, Societies or Bodies in New Zealand or elsewhere having objects in any way similar in whole or in part to the objects of this Association.

CLASSES OF

MEMBERSHIP: 3. The members of the Association shall consist of:

- (a) Ordinary Members.
- (b) Honorary Members.
- (c) Such other classes of members as the Association in General Meeting or the Council may from time to time resolve.

ORDINARY MEMBERS:

Ordinary Members shall consist of such persons as are elected Ordinary Members of the Association in accordance with the provisions of Rule 6 (a) hereof.

HONORARY MEMBERS:

Honorary Members shall consist of such persons as are elected Honorary Members in accordance with the provisions of Rule 6 (b) hereof.

SUBSCRIPTIONS: 4. Until the Association in General Meeting otherwise resolves the subscription payable by members shall be as follows:-

Ordinary Members shall pay a subscription of 10/- per annum and in addition an entrance fee of 10/- on first joining the Association.

CONSEQUENCES OF NON-PAYMENT OF SUBSCRIPTION:

5. (a) If any member shall be twelve months in arrears with his subscription a written request for the payment due may be sent to such member and if within one month payment of the amount has not been made he may be removed from

- (b) No member who is twelve months in arrears with his subscription shall be entitled to vote at an Annual Meeting, or stand as a candidate for any office of the Association.

ELECTION OF MEMBERS:

6. (a) Ordinary Members: Any person interested in the objects of the Association shall be eligible for election by the Council as an Ordinary Member subject to the following provisions:-
- (i) A candidate for election shall be proposed by an Ordinary or Honorary Member, and the candidate, the proposer and the seconder shall sign and forward to the Secretary a nomination form stating the name and address of the candidate.
 - (ii) The aforesaid nomination form shall be in the hands of the Secretary at least 7 days before the date of the Council Meeting at which the election is to take place.
 - (iii) The method of election shall be by ballot at a meeting of the Council and the Secretary shall provide a voting paper for each member of the Council.
 - (iv) Each member of the Council shall strike out from his voting paper the name of any candidate against whom he desires to vote and shall leave uncanceled the name of any candidate for whom he desires to vote and shall write the words "no vote" against the name of any candidate in respect of whom he does not wish to record a vote. The voting papers shall be collected by the Secretary and shall be scrutinized and the votes counted by two members of the Council nominated by the Chairman for that purpose.
 - (v) If one third or more of the total votes cast for and against a candidate are against him he shall be deemed not elected.
- (b) Honorary Members: Any person who has done outstanding work in connection with archaeology or has rendered special service to the Association, shall be eligible for election as an Honorary Member by the Association in General Meeting. The provisions of Rule 6 (a) hereof relating to the election of Ordinary Members shall apply mutatis mutandis to the election of Honorary Members PROVIDED ALWAYS that the nomination of an Honorary Member may only be made by the Council and the nomination form shall be signed pursuant to a resolution of the Council and by the Secretary and one member thereof. No seconder shall be required. An Honorary Member shall be entitled to all the rights and privileges of an Ordinary Member.

FINANCIAL YEAR OF ASSOCIATION: 7. The financial year of the Association shall end on the 28th day of February in each year.

OFFICERS: 8. The Officers of the Association shall be a President, 2 Vice-Presidents, an Honorary Secretary and an Honorary Treasurer, but the last two offices may be held by the same person. Each officer must be an Ordinary or Honorary

MANAGEMENT 9. OF THE AFFAIRS
OF THE ASSOCI-
ATION:

The Management and control of the affairs of the Association shall be vested in the Council which shall have all the powers of the Association which are not expressly required by these rules or by the Incorporated Societies Act, 1908, or its Amendments to be done or exercised by the Association in General Meeting or so otherwise provided by these rules PROVIDED ALWAYS:

- (a) That the Council shall not borrow more than £250 in any one year on behalf of the Association without a resolution of an Annual General or Special General Meeting authorizing the Council to borrow a sum or sums in excess of £250.
- (b) That the Council may delegate any of its powers and duties to sub-committees consisting of such member or members of the Council as it may resolve and the President and the Secretary shall be ex officio members of all such sub-committees.

CONSTITUTION 10. OF COUNCIL:

The Council shall consist of:

- (a) All officers of the Association.
- (b) Six members elected as hereinafter provided. Such members must be Ordinary or Honorary Members of the Association.

NOMINATION 11. & ELECTION
OF OFFICERS
OF COUNCIL:

(1) Nominations for office in respect of officers and members of the Council shall be called for by the Secretary by circular posted to all members at least 35 days before the Annual General Meeting. No person having been President of the Association for two successive years shall be eligible for immediate re-election as President.

(2) Nominations in writing for any of the above offices must be in the hands of the Secretary at least 28 days before the Annual General Meeting.

(3) Each nomination must be signed by the proposer and seconder both of whom must be Ordinary or Honorary Members of the Association, and the nominee must also sign the nomination form.

METHOD OF
VOTING:

(4) All the officers and members of the Council shall be elected by a secret postal ballot conducted as hereinafter set out.

(5) The Secretary shall send to each Ordinary and Honorary Member at least 21 days before the Annual General Meeting a voting paper containing the names of the candidates for the various offices and the Council and such voting paper shall be returned to the Secretary by post before the commencement of the Annual General Meeting.

(6) Each voter shall strike out from the voting paper the name of any candidate for office against whom he desires to vote.

(7) Each voting paper shall be posted to the Secretary by the voter in a sealed envelope marked "Voting Paper" on the outside and the voter shall sign his name within the flap of the envelope but not on the voting paper.

(8) The Secretary shall retain all the voting papers in their envelopes unopened and shall deliver the same to the Chairman at the Annual General Meeting.

DECLARATION
OF RESULT
OF POLL:

(9) The votes shall be opened, counted, and scrutinezed by two scrutineers elected by the Annual General Meeting for the above purpose, and the result of the ballot shall be announced by the Chairman at the conclusion of the meeting.

INSUFFICIENT
NOMINATIONS:

(10) In the event of an insufficient number of nominations being received for the officers and the Council as hereinbefore provided nominations may be made orally at the Annual General Meeting. The proposer and seconder of any such nomination must each be an Ordinary or an Honorary Member.

MEETINGS OF
COUNCIL:

12. Meetings of the Council shall be held at such times and places as the work of the Association necessitates.

13. Meetings of the Council may be called at any time by the Chairman of the Council or the Secretary and such a meeting shall be called within 7 days and held within 14 days of the receipt by the Secretary of requisition signed by three or more members of the Council and specifying the nature of the business to be brought before such a meeting.

CHAIRMAN
OF COUNCIL:

14. The members of the Council shall elect one of their number as Chairman and he shall be entitled to take the Chair at all meetings of the Council. At any meeting of the Council at which he is not present the members present may elect one of their number to take the chair for that meeting.

CHAIRMAN'S
CASTING VOTE:

15. In the event of an equality of votes at any meeting of the Council the Chairman thereof shall have a casting vote as well as a deliberative vote.

QUORUM:

16. Five members shall form a quorum at meetings of the Council.

ABSENCE
FROM COUNCIL
MEETINGS:

17. Any member of the Council absenting himself from three consecutive meetings of the Council without the leave thereof shall ipso facto cease to be a member of the Council.

VACATION
OF OFFICE:

18. The Offices of President, Vice-President, Member of the Council, Honorary Treasurer or Honorary Secretary shall be vacated if any holder:-

(a) Ceases to be an Ordinary Member or an Honorary Member;

or

(b) Resigns his office in writing.

CASUAL
VICINCIIS
AMONG OFFICERS
OR COUNCIL:

19. In the event of a vacancy occurring in the Council, or the offices of President, Vice-President, Honorary Secretary or Honorary Treasurer, whether occurring from death, resignation, or otherwise, the Council may fill such vacancy for the unexpired term of office.

ANNUAL
GENERAL
MEETINGS:

20. (1) The Annual General Meeting of the Association shall be held each year as early as is possible after the close of the financial year the 28th day of February, and must be held before the last day/May in each year. The exact date shall be decided by the Council.

NOTICE: (2) At least twenty-eight days' notice by post of the Annual General Meeting shall be given to each member; and such notice shall contain brief details of all business to be dealt with at the meeting.

REPORT AND BALANCE SHEET: (3) At such Annual General Meeting a printed or typewritten Report and duly audited Balance Sheet and Income and Expenditure Account for the preceding financial year shall be presented. A copy of such Report and Balance Sheet and Income and Expenditure Account shall be forwarded to each member at least twenty-eight days prior to such Annual General Meeting.

QUORUM: (4) At the Annual General Meeting 15 Members entitled to vote shall form a quorum. If within an hour from the time appointed for an Annual General Meeting a quorum be not present, the meeting shall in the case of a meeting called for a time during the morning stand adjourned to 2p.m. on the same day at the same place and in any other case to the same time and place on the next following day and if at such adjourned meeting a quorum is not present within half an hour from the time appointed the members then present shall constitute a quorum.

SPECIAL GENERAL MEETINGS: 21. (1) A Special General Meeting may be called at any time by the President, or by resolution of the Council and such a meeting shall be called on the written requisition of six or more Ordinary or Honorary Members, provided that the said requisition shall state the motion or motions to be moved thereat.

(2) (a) A Special General Meeting shall be held not earlier than fifteen days not later than forty-two days from the date of receipt of a requisition as aforesaid.

(b) If the meeting be not called within the specified time, the members signing the requisition shall have power to convene a meeting.

NOTICE OF QUORUM: (3) The provisions of Rule 20 relating to notice of meeting, quorum and lack of quorum shall apply mutatis mutandis to Special General Meetings.

NOTICES OF MOTION REQUIRED: 22. No motion shall be put to the vote at any Annual General Meeting, or any Special General Meeting unless notice thereof has been given in the notice calling the meeting:

PROVIDED ALWAYS that a motion which does not affect the policy or subscription of the Association may, with the sanction of a resolution at any Annual General Meeting, be proposed, discussed and put to the vote. The decision as to whether or not a motion affects policy shall rest solely with the Chairman.

CHAIRMANSHIP OF GENERAL MEETINGS: 23. The President, if he is present at any General or Special General Meeting shall take the chair at such meeting and if the President is not present then one of the Vice-Presidents shall take the chair and if neither of the Vice-Presidents are present the members present and entitled to vote shall elect a Chairman.

VOTING AT GENERAL MEETINGS: 24. (a) At all General or Special General Meetings of the Association each Ordinary or Honorary Member present in person shall have one vote.

(b) In the event of an equality in votes at a secret ballot or on a show of hands the Chairman shall have

vote of a meeting by the Chairman such meeting may resolve that there be a secret ballot on such resolution and thereupon the Chairman shall nominate two scrutineers from the members present and such scrutineers and the Secretary or such other person as the Chairman shall appoint shall conduct the secret ballot forthwith and notify the Chairman of the result and he shall thereupon announce it to the meeting.

- (d) Failing a resolution for a secret ballot a resolution put to the vote at a meeting shall be decided upon a show of hands.
- (e) A declaration by the Chairman that on a secret ballot a particular resolution has been carried or lost and an entry in the Association's Minute Book to that effect shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded for or against the resolution.
- (f) A declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the Association's Minute Book shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded for or against the resolution.

APPOINTMENT OF AUDITOR: 25. The accounts of the Association shall be audited at the end of each financial year by an Honorary Auditor, who shall be a member of the New Zealand Society of Accountants. The Honorary Auditor shall be appointed each year at the Annual General Meeting.

PROPERTY AND FUNDS: 26. The property and funds of the Association shall be applied solely towards the promotion of the objects of the Association and in such manner as the Council shall from time to time resolve. All moneys received by or on behalf of the Association shall be paid into a bank account with such bank as the Council shall appoint. All accounts shall be submitted for approval by the Council and shall be paid by cheque drawn on the Association's account. All cheques shall be signed by one member of the Council and by the Treasurer or such other person as the Council may appoint.

REGISTERED OFFICE: 27. The Registered Office of the Association shall be in the city of Wellington or at such other place as the Council may from time to time determine.

COMMON SEAL: 28. The Association shall have a Common Seal which shall be kept in the custody of the Secretary and which shall not be affixed to any document or instrument except pursuant to a resolution of the Council and in the presence of the Secretary and two members of the Council who shall sign any deed or instrument to which the Seal is affixed.

ALTERATION TO RULES: 29. These Rules may be altered, added to or rescinded at any Annual General Meeting or Special General Meeting subject to the following conditions:-

- (a) Notice of any proposed alteration in or addition to or rescission of the Rules shall be posted to each member entitled to receive notices under these Rules at least ten days prior to the date of the meeting at which such alteration or addition is to be considered.

- (b) No resolution of any such meeting shall effect any alteration in or addition to or rescission of the Rules unless it is carried by a majority of at least two-thirds of the total votes cast for and against such resolution.

RESIGNATION
OF MEMBERS:

30. Any member wishing to resign from the Association must give notice in writing to that effect to the Secretary prior to the 28th day of February in the year in which such member wishes to resign otherwise he shall be liable for the subscription for such year.

POWERS OF
COUNCIL IN
EVENT OF
BREACH OF
RULES BY OR
MISCONDUCT
OF MEMBER:

31. If the conduct of any member appears to the Council to be contrary to the interests of the Association or to endanger the reputation, good order or welfare of the Association, or if any member commits a breach of these Rules, the Council may request such member either to appear before it personally at a date to be fixed by the Council or to submit to the Council in writing any explanation or other facts relating to the conduct complained of or the breach of the Rules, and if such member appears before the Council he shall be entitled to make any such explanation orally and to address the Council thereon. After the Council has heard the member or considered his written statement, or if the member fails to appear before the Council or submit a written statement in response to a request to do so then the Council may:-

- (1) Deprive such member of all the rights and privileges of his membership for such period as the Council sees fit.
- (2) Expel such member from the Association, and as from the date of the Council's resolution for expulsion, the member shall cease thenceforth to be a member of the Association and shall not thereafter have any claim on its assets or property, but such cesser of membership shall be without prejudice to the Association's right to recover any subscription or other moneys then due and owing by such member.
- (3) Discipline such member in such other way as may be within its powers under these Rules and under the Incorporated Societies Act, 1908, and its Amendments.

PROVIDED ALWAYS that the Council shall forthwith notify the member of its decision by registered post and any member expelled under the foregoing rule may within fourteen days from the date he receives notice of the Council's decision make a request in writing to the Council to call a Special General Meeting of the Association to consider his case. Such meeting shall be held within one calendar month from the receipt of such request. Such meeting may by resolution:-

- (a) Confirm the Council's resolution for expulsion, or
- (b) Reinstate the member as a member, or
- (c) Impose such penalty other than expulsion on the member as is within the Council's powers under this Rule 31.

The voting at such meeting shall be secret and the necessary voting papers shall be supplied to all members attending the meeting. The member who is the subject of the Council's resolution may address the Special General Meeting and may be represented thereat and before the

of New Zealand or by any one other person chosen by the member concerned. If a quorum is not present at the aforesaid Special General Meeting within half an hour of the time the meeting is called for the resolution of the Council for expulsion shall be deemed to be confirmed.

INTERPRETATION OF RULES: 32. In the case of any doubt, dispute, or difference arising as to the interpretation of these Rules, the decision of the Council on such doubt, dispute, or difference shall be final and binding on all parties: PROVIDED ALWAYS that in the event of any such doubt, dispute, or difference arising at an Annual or Special General Meeting the decision of the Chairman of such meeting on such doubt, dispute, or difference shall be final and binding on all parties.

REGULATIONS: 33. The Association may from time to time by resolution in General Meeting make, amend or rescind regulations not inconsistent with these Rules governing procedure at its meetings and publication (if any) of reports thereof and of the business of the Association in the press.

DISPOSITION: 34. In the event of the winding up of the Association and there being any surplus of assets remaining after payment of all its debts and liabilities such surplus shall be disposed of in such manner as the Association in General Meeting resolves.

POWERS: 35. The Association shall have power to do all such lawful acts and things as are incidental or conducive to the attainment of its objects or any of them and without prejudice to the generality of the foregoing the following powers shall be included in the Association's powers:-

- (a) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and and rights or privileges which the Association may think necessary or convenient.
- (b) To raise money by subscriptions, levies or otherwise and grant any rights and privileges to subscribers and members as may from time to time be deemed necessary.
- (c) To enter into any contracts, agreements or arrangements with any person, firm, corporation or company which the Association may deem conducive to the Association's objects or any of them.
- (d) To invest, lend and deal with the moneys of the Association not immediately required for carrying out its objects upon such securities and in such manner as may from time to time be determined by the Council.
- (e) To make, amend, or rescind by-laws or regulations not inconsistent with these rules pertaining to the carrying out of all or any of the objects of the Association.
- (f) To borrow or raise money by way of Bank overdraft or on mortgage or by the issue of debentures or otherwise howsoever and with or without security.

OPERATION OF CONSTITUTION: 36. These rules shall come into force on June 1st, 1957.