

# **New Zealand Political Studies Association**

## **Te Kāhui Tātai Tōrangapū o Aotearoa**

### **Rules and Constitution**

UNDER THE INCORPORATED SOCIETIES ACT 1908

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1. The name of the society is the “NEW ZEALAND POLITICAL STUDIES ASSOCIATION (INCORPORATED)” – “TE KĀHUI TĀTAI TŌRANGAPŪ O AOTEAROA”, hereafter referred to as the “Association”.
2. The objectives for which the Association is established shall be consistent with the principles of Te Tiriti O Waitangi and shall be:
  - a. To foster the study of and research into political phenomena that includes but is not limited to: public policy, political institutions, political theory, gender relations, Indigenous politics, comparative politics, international relations, social movements and non-state actors, political methodology, political communication, and the media;
  - b. To especially encourage the study and research of political phenomena of particular interest to Aotearoa/New Zealand;
  - c. To provide a forum in Aotearoa/New Zealand for the discussion of political phenomena among interested persons, irrespective of occupation, party affiliation, or political opinion;
  - d. To encourage the development and dissemination of information on political phenomena in Aotearoa/New Zealand;
  - e. To encourage the teaching of political phenomena in Aotearoa/New Zealand;
  - f. In furtherance of these objectives, the Association shall:
    - a. Produce a regular newsletter for the Association’s members;
    - b. Hold an annual research conference for the Association’s members to be held on a rotational basis by host universities;
    - c. Maintain an Association website or equivalent;

- d. Provide financial or other assistance as appropriate to its Networks to foster research into political phenomena;
- e. Provide financial or other assistance as appropriate to its members to foster research into the discipline of political studies and its study in Aotearoa/New Zealand;
- f. Support and encourage postgraduate students in Aotearoa/New Zealand in the study and research of political phenomena;
- g. Encourage and promote the publication of research on political phenomena, and the academic discipline of politics by its members;
- h. Provide a collegial and democratic Association for those working in the academic discipline of politics and associated fields in Aotearoa/New Zealand;
- i. Promote gender equity in the Association, in the academic discipline of politics, and in associated fields in Aotearoa/New Zealand;
- j. Possess the right to express an opinion that accords with the rest of the Association's objectives on issues of public policy that concern the study, research, and publication of material on political phenomena;
- k. Promote academic freedom and the freedom of expression by and within the Association, and for all those working in the academic discipline of politics and associated fields;
- l. Cooperate, and where appropriate, affiliate with any other association, institute, or society with similar objectives.

### 3. Membership

- a. Membership of the Association shall be open to all persons who accept the objectives of the Association and who have paid the appropriate subscription.
- b. To become a Member, a person ("the Applicant") must complete the application form available on the Association's website and pay the appropriate subscription.
- c. Students shall be eligible for a discounted subscription fee.
- d. No rights of membership shall belong to any member whose subscription is in arrears.
- e. **Honorary Lifetime Members:** Any member who has retired, has previously been a member for ten years, and has contributed significant service to the Association can be nominated and seconded confidentially by two existing members for honorary lifetime membership. The Executive shall be responsible

for deciding eligibility and its decision shall be final. Upon receipt of an honorary lifetime membership award, the member will thereafter have full member privileges but be exempt from any further subscription.

- f. The Executive Secretary shall keep a register of Members, which shall contain the names and email addresses of all members and the dates at which they became Members.
- g. If a Member's contact details change, that Member shall provide the new contact details to the Executive Secretary.
- h. **Privileges of Members:** Each member is entitled:
  - (i) to receive the Association's newsletter and have access to any other publications designated by the Executive for general distribution to members;
  - (ii) to attend the Association's general conference;
  - (iii) to attend the Annual General Meeting (hereafter AGM), to move and second motions, and to vote at the AGM;
  - (iv) to stand for office and vote on all Officer positions;
  - (v) to receive an agenda for the AGM, the minutes of the AGM, and an annual report on the Association's finances;
  - (vi) to join any of the Association's Networks.
- i. **Expulsion or Suspension of Membership:** The Executive shall have the authority to expel or suspend any member from the Association on the following grounds:
  - (i) violating any of the Association's objectives or written policies; or
  - (ii) carrying out any conduct which may be detrimental to the Association or its Officers as determined by the Executive in its sole and absolute discretion.
- j. **Termination of Membership:** Membership will be considered terminated when:
  - (i) a member dies or resigns;
  - (ii) a member is expelled;
  - (iii) a member's term of membership expires and is not renewed;
  - (iv) a member's subscription is in arrears;
  - (v) the Association is liquidated.

#### 4. Executive and Council

- a. The Association shall elect an Executive consisting of a President, an Executive Secretary, and a Treasurer.
- b. The Executive shall have the power to conduct the everyday business of the Association between general meetings, and to call Council meetings, which may

be held via video or telephone conference, email or other formats that the Executive may decide.

- c. The Executive shall, subject to any express direction of the general meeting, have the entire management of the Association and the income and property thereof, and may do all acts, matters, and things to further the aims of the Association.
- d. The Association shall elect a Council consisting of the Executive, a Māori Representative, a Women's Representative, two Postgraduate Representatives, and Representatives from each University in Aotearoa/New Zealand (hereafter University Representatives).
- e. The Council shall act as a consultative body providing advice to the Executive when requested and shall have the power to vote on decisions that would normally be made at the AGM but require action prior to the next AGM. All such decisions will be reviewed at the following AGM.
- f. Where the Executive is unable to reach consensus on a course of action, the Executive as a matter of course shall consult with the Council and/or the AGM.
- g. The Council shall make decisions by a simple majority.
- h. All Officers of the Executive and Council will be elected initially for a two-year term, renewable at most for one more two-year term. The AGM can decide to renew an office-holder instead for a one-year term.
- i. Non-executive members of the Council, who have served two consecutive terms, can be nominated for the same position following a two-year interlude. They can be nominated for another non-executive council position or an executive position with no such interlude.
- j. No person shall serve on the Executive in any position for a total of more than three terms without a two-year interlude.
- k. The Executive Secretary shall ensure all members are aware of vacant officer positions at least twenty-eight days prior to the AGM. Each officer needs to be nominated and seconded by two members of the Association and shall be elected by a simple majority at the AGM. If more than one nomination exists, a secret ballot will be conducted and supervised at the AGM by two Executive or Council Officers not running for the position.
- l. Newly elected Officers shall normally assume their responsibilities by 31 January following the AGM, or at most two calendar months following the AGM whichever date occurs first.

- m. In the case of non-Executive positions that are not filled by the above procedure, the Executive is empowered to fill them and any extraordinary vacancies that may occur.
- n. In the case of Executive positions that are not filled by the above procedure, the Council is empowered to fill them and any extraordinary vacancies that may occur.
- o. In the case where an Association Officer fails to fulfill his/her role and obligations as specified in these Rules and Constitution, the Council or AGM may decide to terminate his/her term prematurely and immediately call for a new election.

## 5. Officers

- a. **President/Tumuaki** – The President shall attend and chair the AGM, and any Council meetings. The President shall see to it that the business of the Association is faithfully transacted and the AGM’s resolutions are enacted in accord with the Association’s rules and objectives; shall have the power to set up national working parties where necessary to fulfill those objectives; and shall present a report to the Association’s AGM.
- b. **Executive Secretary/Kaituhi Matua** – The Executive Secretary shall attend and participate in Council meetings; shall keep minutes of the AGM and any Council meetings, and forward copies of the same to all members; shall call all general meetings and nominations for all officer positions with at least twenty-eight days notice; shall organise the election of officers and maintain communications with members; shall maintain the Membership Register; shall present a report to the AGM; and shall carry out other such duties as the AGM or the Executive requires.
- c. **Treasurer/Kaitiaki Pūtea** – The Treasurer shall attend all general meetings and participate in Council meetings; shall receive all monies due to the Association and disburse under authority of the general meeting or the Executive all monies payable by the Association; shall keep proper books of account, prepare financial statements as required, prepare an annual balance sheet, and shall produce all such account books as are required by the AGM or the Executive; shall provide a written report for the AGM; shall file an annual financial statement to the Registrar for Incorporated Societies; and shall carry out such other duties as the general meeting or the Executive require.
- d. **Māori Representative/Māngai Māori** – The Māori Representative shall attend the AGM or organise a proxy to represent Māori members if unable to attend; shall participate in Council Meetings; shall provide advice to the Executive, Council and AGM on any issues relevant to Māori members of the Association; shall promote and encourage the participation of Māori in the Association; shall provide a report to the AGM; and shall carry out other such duties as required by the AGM, the Executive, or Māori members of the Association in accord with the Association’s objectives.

- e. **Women’s Representative/Māngai Wahine** – The Women’s Representative shall attend the AGM; shall participate in Council meetings; shall provide advice on gender issues to the Executive, Council and AGM as necessary; shall maintain the Women’s Caucus page on the Association’s website; shall organise and chair a Women’s Caucus Meeting at the annual conference and report on that meeting to the AGM or organise a proxy to do so; shall be a member of the Editorial Board of *Women Talking Politics*; and shall carry out such other duties as the Women’s Caucus, the AGM or the Executive require.
- f. **Postgraduate Representatives/Māngai Tohu Paerua** – The Postgraduate Representatives shall attend the AGM or organise a postgraduate student as a proxy if unable to attend; shall participate in Council meetings; shall provide advice on postgraduate issues to the Executive, AGM and Council as required; shall encourage postgraduate students working on political phenomenon to join the Association; shall maintain the postgraduate page on the Association’s website; and shall in consultation with the conference chairs assist with the organisation of the annual postgraduate workshop and report on it to the AGM.
- g. **University Representatives/Māngai Whare Wānanga** – University Representatives shall be employees at the Universities they represent; shall be responsible for encouraging membership at their universities; shall be responsible for promoting the Association’s activities, prizes, grants, and other opportunities to staff and students interested in political phenomenon at their university; shall attend the AGM or organise a proxy to represent their university if unable to attend; shall participate in Council meetings; and shall carry out other such duties as requested by the AGM or the Executive.

#### **Ex-officio Officers**

- h. **Political Science Representative/Māngai** – the *Political Science* Representative shall be one of the editors of the journal, *Political Science*; shall attend the AGM or provide a brief written report for the Executive Secretary to read out at the AGM; and shall be responsible for ensuring the Association is kept informed of the journal’s activities and the accuracy of the information on the Association’s website.
- i. **Women Talking Politics Representative/Māngai** – the *Women Talking Politics* Representative shall be the lead editor of the Association’s research magazine, *Women Talking Politics*; shall be an Association member; shall attend the AGM or nominate a proxy to do so; and shall be responsible for ensuring the Association is kept informed of the journal’s activities and the accuracy of the information on the Association’s website. There shall be a Board of Editors of *Women Talking Politics* to assist the Lead Editor consisting of the Women’s Representative and representatives, who will be NZPSA members, from each of the universities in Aotearoa/New Zealand not otherwise represented.

## **6. General Meetings**

- a. An Annual General Meeting (AGM) of the Association shall be held at the annual general conference.
- b. The Association shall frame the general policy of the Association at the AGM.
- c. The AGM is open to all Association members and invited executive members or their proxies from international Political Studies Associations.
- d. The quorum for the AGM shall be twelve Association members.
- e. At least twenty-eight days notice must be given by the Executive Secretary for the holding of a general meeting.
- f. All non-constitutional decisions at the AGM will be by a simple majority of a show of hands by Association members.
- g. The AGM shall have the power to consider proposed amendments to these Rules and Constitution provided that they have been presented to the Executive Secretary in writing by two members not less than twenty-eight days prior to the AGM. The Executive Secretary must then circulate the proposed and duly seconded amendment with the agenda for the AGM. Such amendments may be passed at the AGM with a two-thirds majority of Association members in attendance. If an amendment is passed, it must subsequently be circulated by the Executive Secretary to all members within twenty-eight days.
- h. Any dispute as to the interpretation of any part of this Constitution shall be referred to and determined by the Association by a two-thirds majority at the AGM.
- i. The President may determine an agenda item at the AGM be conducted in camera, with only Association members present, if a confidential matter needs to be addressed.
- j. Following the AGM, the Executive Secretary shall update the Registrar of Incorporated Societies with changes to offices (if any), changes to rules (if any) and the Treasurer shall file a financial statement to the Registrar of Incorporated Societies.

## **7. Association Networks**

With the approval of the Executive, any group of at least ten members of the Association, sharing a common interest in a particular field of politics (broadly defined), may constitute themselves into a Network of the Association.

- a. Any Network shall have the power to appoint a Convenor and a Committee.

- a. The Executive shall have the power to approve the rules and the activities of a Network, to recognise it as such and to withdraw such recognition.
- b. A Network shall have a page on the Association's website and the Network Convener shall be responsible for its maintenance in accord with the Association's objectives and policies.
- c. Networks shall be subject to an annual membership audit by the Executive Secretary to ensure they have at least ten Association members.
- d. Network Convenors shall be required to submit a written report to the Executive Secretary at least twenty-eight days prior to the AGM on its annual activities to be incorporated into the Executive Secretary's report to the AGM. If no activity has occurred over a two-year period, recognition of the Network will be withdrawn.
- e. A Network may, with the approval of the Executive, charge its members such fees as may be necessary to cover its expenses. A Network may organise its own conference or workshop provided it is advertised as a New Zealand Political Studies Association – Te Ropu Torangapu o Aotearoa Network conference or workshop, or make a separate contribution to the annual conference of the Association.
- f. Networks are not entitled to speak in the name of the Association.

## **8. Finances**

- a. The Association is a non-for-profit organisation.
- b. The annual subscription shall be determined from time to time by the AGM on the advice of the Executive.
- c. Members shall be notified in writing of membership subscriptions due and members in default shall on receipt of such notification automatically cease to be members until their subscriptions are paid.
- d. The Executive shall have the power to manage the everyday funds of the Association and to make rules concerning the management of such funds provided that large expenditures are first discussed at the AGM, or by the Council when immediate decisions are required.
- e. All monies received by or on behalf of the Association shall forthwith be paid into a bank account opened in the name of the Association. Monies shall not be withdrawn from this account except by the signature or equivalent approval of two members of the Executive, normally the Treasurer and Executive Secretary.
- f. A credit card in the Association's name shall be held as required by the Executive members and used for the sole purpose of the Association's activities in accord



with its Rules and Constitution with such expenditures subject to monthly checks by the other members of the Executive.

- g. Income and property of the Association however defined shall be applied solely toward the promotion of the objectives and purposes of the Association, as stipulated in Article 2 of the Association's Rules and Constitution.
- h. The Association may:
  - a. Employ people for the purposes of the Association;
  - b. Exercise any power a trustee might exercise;
  - c. Invest in any investment that a trustee might invest in.
- i. Where any member is engaged on Association business, the Executive may pay any reasonable expenses to that member.
- j. No member of the Association or person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid according to current market rates.
- k. The Association's annual financial accounts shall be prepared by a member of the Chartered Accountants Australia and New Zealand. An independently audited statement of receipts and payments for any year may be sought as and when deemed necessary by the Executive.

## **9. Common Seal**

- a. The Executive shall provide a common seal for the Association and may from time to time replace it with a new one.
- b. The Executive Secretary shall have custody of the common seal, which shall only be used by the authority of the Executive. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

## **10. Winding up**

- a. The Association may be wound up in terms of section 24 of the Incorporated Societies Act 1908.
- b. In the event of the winding up of the Association, any assets remaining after the discharge of all liabilities shall be used for educational purposes as may be decided by the Public Trustee.