

## CONSTITUTION

### New Zealand Conservators of Cultural Materials Pu Manaaki Kahurangi Incorporated

#### 1. The objects of the NZCCM are:

- a. To provide the opportunity for professional conservators of cultural material to communicate with one another, and to meet as a body to discuss technical and professional concerns.
- b. To develop and maintain standards in the practice of conservation, as embodied by a code of ethics and to combat any influences, which would tend to lower standards.
- c. To convey the views of the profession to local and central Government and others in order to promote the advancement of the profession, and of the art and science of the conservation of cultural material.
- d. To ensure that the professional is appropriately represented on any body or bodies that might be established to coordinate and foster the development of facilities.
- e. To receive the subscriptions, donations, grants and legacies for the purpose of applying the same to any of the objects of the NZCCM.

#### 2. Registered Office

The registered office of the NZCCM shall be a place determined by the executive committee. Due notice of every change of office shall be given to the Registrar of Incorporated Societies.

#### 3. Membership

- a. **Full Members** of the NZCCM shall consist of those persons who are members at time of incorporation, together with all persons who have been duly elected members, and have complied with the conditions of membership for the current year.
- b. Any person
  - I. With a recognised formal qualification in the conservation of cultural materials  
OR
  - II. Five years of supervised professional work experience in the field of the conservation of cultural materials  
AND
  - III. Able and willing to adhere to the Code of Ethics of the NZCCM.

Shall be eligible for election as a member with full rights and privileges of voting and holding office within the NZCCM.

- c. Signed application for membership should be submitted to the Membership Committee, on a form approved by the Executive Committee.
- d. It is the responsibility of the prospective member to apply for full membership and to ensure adequate documentation has been provided and that the correct procedures have been followed. Addendum to the constitution at the 2006 AGM that applications for full membership of the NZCCM must provide a copy of their CV and documentation of two conservation projects.

e. Application for membership can be submitted to the Membership Committee twice a year before 15<sup>th</sup> February and 15<sup>th</sup> August, and shall be submitted to open vote at such meetings. At least two thirds or more of the committee should vote in favour of the person proposed to secure that person's election as a full member of the NZCCM.

f. On approval of the membership committee, and with the endorsement of the executive committee, an applicant shall be deemed a full member in good standing upon payment of the annual subscription fee, and after agreeing in writing to abide by the Code of Ethics of the NZCCM.

g. Any member wishing to withdraw from the membership should send a written resignation to the Secretary, and receive a written acknowledgement. Such a resignation shall take effect at the close of the financial year during which the resignation shall be received and acknowledged.

h. The Executive Committee shall have the power to suspend or expel from the NZCCM proved to its satisfaction to have been guilty of such conduct as in the opinion of the committee as seen as contrary to the objectives of the NZCCM as stated in section 2. A notice shall be sent to the person offending previous to the meeting called to deal with the case, and no such resolution shall be moved until the member in question has, in the opinion of the Committee has been given reasonable opportunity to offer suitable explanation. A two-thirds majority of the Committee is required to effect such a suspension or expulsion.

i. Any person

- I. Considered able through training, knowledge or professional experience to support the work of conserving cultural material.  
OR
- II. Studying for a formal qualification in the conservation of cultural material  
AND
- III. Be expected to familiarize themselves with and support the principles and ethics that underpin the constitution of the NZCCM

May become an **Affiliate** of the NZCCM with the right in a non-voting capacity to attend meetings, participate in discussions and serve on committees. Applications for affiliate membership should be submitted to the Secretary, on a form approved by the Executive Committee. On approval of a simple majority of the Membership Committee, an applicant shall be deemed an affiliate upon payment of the annual subscription fee.

j. Any person may be nominated by full members of the NZCCM for consideration for Honorary Life membership

- I. Who in the opinion of the member have performed exceptional activities on behalf of the NZCCM

AND

- II. have made an outstanding contribution to the conservation of New Zealand cultural material

Honorary Life membership shall require at least two thirds or more of the Membership committee vote in favour.

Any institution wishing to support the objectives of the NZCCM may become a non-voting supporting institution upon application to the Secretary, and with the approval of the membership committee.

#### **4. Subscriptions**

The annual subscription of members shall be set by the annual general meeting and shall be payable on the 1st day of April in each year

#### **5. Meetings**

- a. An annual general meeting will be held in September or October of each year at a time place designated by the executive committee, for the purpose of election of officers, consideration of alterations in the rules, setting of subscription fees, and for the implementation of the objectives of the NZCCM outlined in section 2.
- b. Notice of the time and place of the AGM shall be announced in writing to each member by the Secretary at least 60 days in advance of meetings.
- c. Special general meetings may be called by the Executive or by petition to the executive committee by at least 15 members for the implementation of the objectives outlined in section 2.
- d. Notice of the time, place, and purpose of a Special General Meetings shall be announced in writing to each member by the Secretary at least two weeks in advance.
- e. For all general meetings a quorum shall be of 15 members in good standing, including the President, Vice President, or failing them a member elected by those present to preside.
- f. The Executive Committee shall meet as necessary to transact the business of the NZCCM
- g. A quorum for the transactions of the business of the Executive shall be five, one of which must be the President or the Vice President.

#### **6. Election of Officers**

- a. The management and the control of the NZCCM shall be vested in the Executive Committee, which shall consist of the President, Vice President, Secretary, Treasurer, and four members representing Auckland, Wellington, Canterbury and Dunedin and their respective associated regions, elected at the annual general meeting.
- b. An election committee designated at the previous annual general meeting from members in good standing will accept nominations and oversee elections.
- c. Regional representatives on the executive committee shall be elected at the AGM by the members residing in each region, from nominations received by the election committee at least 30 days prior to the commencement of the AGM.
- d. The President, Vice President, Secretary and Treasurer shall be elected at the AGM by the members as a whole, from nominations received by the Election Committee at least 30 days prior to the commencement of the AGM
- e. Members shall be permitted to vote by proxy or postal ballot certified by the Election committee at least 30 days prior to the commencement of the AGM.
  - a. The terms of service of all elected officers shall be said to commence at the close of the AGM at which they were elected, and continue until the close of the following AGM.
  - b. The office of Secretary shall be paid, at a rate to be determined from time to time by the Executive Committee.

#### **7. Executive Committee**

The duties of the Executive Committee shall be:

- a. To implement the objectives of section 2.
- b. To make such bylaws, regulations, and standing orders as may be necessary for the efficient management of the affairs and business of the NZCCM.
- c. To appoint the sub committee, and designate such spokespersons and agents as may be necessary to carry out the business of the NZCCM, especially the implementation of

#### Section 2.

- a. To appoint an election committee of members at each general meeting to serve the following year, of which the President is to be an ex-officio member.
- b. To appoint a membership committee of members at each general meeting to serve the following year, of which the Vice President is to be the Chairperson.
- c. To ensure, through the Secretary, that minutes are taken and made available from all meetings, that records are kept of all NZCCM business and affairs.
- d. To ensure, through the Treasurer, that financial and membership list and statements are kept.

### **8. Funds**

- a. All funds of the NZCCM shall be lodged at such a bank as the Executive Committee shall from time to time determine.
- b. Legacies, endowments, contributions or other gifts or real or personal property may be given to the NZCCM generally, or for the purpose of any specific objective of the NZCCM.

### **9 . Common Seal**

- a. The common seal of the NZCCM shall be kept by the Secretary and shall only be used in the presence of two members of the Executive Committee after authorization of a meeting of the Executive Committee.

### **10. Patron**

- a. A patron for the NZCCM shall be elected at the discretion of the Executive Committee.

### **11. Dissolution**

- a. A majority of the Members present at the General Meeting of the NZCCM convened for the purpose, may, provided that all the liabilities of the Society have been discharged, pass a resolution requiring the NZCCM to be wound up.
- b. Such a resolution must be confirmed at ANOTHER general Meeting of the NZCCM called for the purpose, and held not less than 30 days after the resolution was passed, and notice of such resolution shall be sent to the Registrar of Incorporated Societies.
- c. In the event of the dissolution of the NZCCM, the property and assets of the NZCCM shall be vested in any society or body designated by the dissolution of the resolution.

### **12. Amendments**

- a. Amendments to the constitution of the NZCCM may be made at the Annual General Meeting.
- b. Proposals for such amendments should be submitted to the Executive Committee in writing 30 days prior to the commencement of the Annual General Meeting.
- c. Proposals for amendments shall be announced in writing to each member by the Secretary at least ten days in advance of the Annual General Meeting.
- d. Assent of at least two thirds of the Members of the NZCCM is required to pass such amendments