

**RULES OF**  
**THE NEW ZEALAND ASSOCIATION FOR WOMEN IN THE SCIENCES**

Written 2011, revised 2016, revised 2019

**1. NAME**

The name of the Association shall be "The New Zealand Association for Women in the Sciences Incorporated", hereafter abbreviated to "AWIS".

**2. INTERPRETATION**

In these and Past Rules, unless the context otherwise requires, "science" is to include biological science, physical science, chemical science, food science, mathematics, medical and health science, social science, psychology, engineering, technology, computer science, building science or any field of employment where a science degree is required.

**3. AIMS**

3.1 To provide a network for women interested in, affiliated with or working in the sciences to share scientific information, experience and skills.

3.2 To explore and speak on issues relating to women and to science.

3.3 To provide social interaction with others who have similar interests pertaining to women and science.

3.4 To assist with the personal and professional development of women in their role in the sciences.

3.5 To provide visibility for women in the sciences and to support women to achieve visibility in the sciences.

**4. CLASSES OF MEMBERSHIPS**

4.1 There shall be five classes of members:

Full members  
Student/Unwaged members  
Associate members  
Honorary members  
Corporate members

4.2 Any woman shall be eligible to be a full member provided she has an interest in science and the aims of the Association and pays the appropriate subscription. Full members are entitled to attend any AWIS-branded event, national and branch meetings, receive all AWIS newsletters, have full voting rights and will be eligible for election as an officer of AWIS.

4.3 Any woman enrolled in a full or part-time course at a secondary or tertiary institution shall be eligible to be a student member provided she has an interest in science and the aims of the Association and pays the appropriate subscription. Student members are entitled to attend any AWIS-branded event, national and branch meetings, receive all AWIS newsletters, have full voting rights and will be eligible for election as an officer of AWIS.

4.4 Any person who wishes to support the aims of the Association but is not eligible to be a full member may become an associate member on payment of the appropriate subscription. Associate members will receive AWIS newsletters and may attend AWIS-branded events but may not attend national or branch meetings and are not eligible for election as an officer of AWIS.

4.5 Any woman who gives AWIS especially meritorious service may be elected as an honorary member at any annual or special general meeting, provided always that the number of such honorary members elected in any one calendar year shall not exceed one. Honorary members shall be entitled to all privileges of full members.

4.6 Any organisation with an interest in science and in the aims of the Association may become a corporate member on payment of the appropriate subscription.

Representatives of corporate members are entitled to attend any AWIS-branded event, national and branch meetings, receive all AWIS newsletters, and have full voting rights, with each Corporate Member organisation recorded as a single vote.

## **5. SUBSCRIPTIONS**

5.1 The annual subscription for each class of membership shall be determined annually by the Annual General Meeting.

5.2 Annual subscriptions shall become due and payable on the first day of April in each year, which is the date on which AWIS's financial year begins.

5.3 In exceptional circumstances, the Executive may, on application by any member, grant remission of all or part of any sums due from the member.

5.4 Subscriptions will be payable to the AWIS National Executive.

Special projects run by individual branches may be funded each year at the discretion of the Executive. If the branch is active and wishes to make use of AWIS funds, the branch convenor must first make a request to the Executive, including the purpose of the funds and the amount being requested. If a simple majority of the Executive agree, the funds can be approved. The branch convenor (or their representative) must submit receipts and invoices to the AWIS Treasurer on completion of the activity being funded, or on a quarterly basis, for reimbursement. In some cases, payment of invoices can be made directly by the Executive instead of as retrospective reimbursement to the branch convenor (or their representative).

## **6. RESIGNATION**

6.1 Any member wishing to resign from the AWIS Executive must give notice in writing to that effect to the Executive.

6.2 If any full, corporate or associate member does not pay their membership subscription within twelve (12) months of the due date, the Executive may

remove the name of the member from the Register, and such person will cease to be a member until such time as they pay the subscription to rejoin as a member.

## **7. OFFICE HOLDERS**

7.1 The national officeholders of AWIS shall be:

Convenor  
Treasurer  
Secretary

7.2 Other officers may be appointed as needed, at the discretion of the Executive, to support the activities of the Association, e.g. Membership Secretary.

## **8. NATIONAL EXECUTIVE**

8.1 The national Executive of AWIS shall comprise the national officeholders listed above plus at least three other members from anywhere in the country.

8.2 The Office holders and Committee members shall be elected at the Annual General Meeting. All these officers shall hold office until the close of the Annual General Meeting following that at which they were elected, but can be eligible for re-election at the Annual General Meeting at the close of which they vacate office except as otherwise provided in these Rules. The names of branch delegates to the Executive will be tabled at the Annual General Meeting.

8.3 A person may hold the position of convenor for three successive years, after which they shall not be eligible for immediate re-election to that office. All other officers shall be eligible for immediate re-election.

8.4 Candidates for the Executive shall be nominated by Members of AWIS at the Annual General Meeting or in writing signed by any two Members received by the Secretary before the date of the meeting. Every candidate before election shall signify personally at the Annual General Meeting or in writing her acceptance of nomination.

8.5 Every Branch of AWIS with five (5) or more members shall, from time to time, appoint a delegate to the Executive. Such delegate shall be a full member of AWIS and may or may not be the convenor of the Branch. Should a Delegate be unable to attend a meeting of the Executive, the Branch may appoint any other Member to act as her proxy at that meeting.

8.6 The management and control of the affairs of AWIS shall be vested in the Executive which shall have all the powers of AWIS when so acting.

8.7 The Executive is empowered to appoint such additional members to the Executive as may be required from time to time.

8.8 The Executive shall meet as often as the business of AWIS may require, and may also conduct such business through emails or other digital means to expedite decision-making. A quorum for Executive decision-making shall be 50% of

current standing Executive members. This number may be reviewed and determined annually at the Annual General Meeting.

8.9 The Executive may delegate any of its powers and duties, except its power to delegate, to sub-committees consisting of such member(s) of AWIS or other persons as it may resolve, and the Convenor and Secretary shall be ex officio members of all such sub-committees.

## **9. FORMATION OF BRANCHES**

9.1 AWIS has seven (7) defined regions (Auckland, Waikato, Manawatu, Wellington, Nelson, Christchurch, Otago) with which members can be affiliated. AWIS may establish or recognise branches in each region. Such branches shall be approved by the Executive provided such a branch has not less than five (5) Members. A branch is defined as active if it has a Branch Convenor and has delivered a minimum of two (2) AWIS branded (or co-branded) events in the previous year.

9.2 The Rules of any local branch shall be subject to approval by the Executive.

9.3 The name of any local branch shall be "The NZ Association for Women in the Sciences" Incorporated (.....Branch)".

9.4 AWIS will not be responsible for any liability incurred by or on behalf of any Branch beyond any amount previously appropriated or contributed for a specific purpose by the Executive.

9.5 In the event of the dissolution of a Branch, any remaining assets are to revert to AWIS.

## **10. FINANCIAL BENEFICIARIES**

10.1 AWIS may only use money and other assets if:

It is for a purpose of the Society;

It is not for the sole personal or individual benefit of any Member; and

That Use has been approved by either the Committee or by majority vote of the Society.

10.2 The Executive may appoint one part-time salaried officer as an Executive Assistant, to support the operations of the Executive, performing tasks including, but not limited to, member correspondence, scholarship administration and managing the AWIS online presence.

## **11. ALTERATION OF RULES**

11.1 Any alteration, addition or deletion of these Rules shall be made only at an Annual or Special General Meeting. Any alteration, addition or deletion shall not change AWIS's essential functions as given by the present rules and no amendment shall be permitted if it in any way affects the non-profit status of AWIS.

11.2 Where the proposed amendments to the Rules are to be dealt with at a General Meeting:

- i) Notice of the proposed alteration, addition, or deletion shall be sent to every Member at least twenty eight (28) days prior to the meeting.
- ii) No resolution shall affect any alteration of these Rules unless assented to by two-thirds of the Members present at the meeting.

## **12. GENERAL MEETINGS**

12.1 The Annual General Meeting of AWIS shall be held every year as soon as practicable after 31 March. The exact date and place shall be decided by the Executive.

12.2 At the Annual General Meeting AWIS shall:

- i) Receive from the Executive a report, balance sheet and a statement for the financial year;
- ii) Elect the Executive who shall take office at the close of the Annual General Meeting at which they are elected;
- iii) Decide on any motions which may be duly submitted to the meeting.

12.3 The notice of the Annual General Meeting shall be forward to each member of AWIS at least fourteen (14) days prior to the Annual General Meeting. The notice shall include notices of motions to be placed before the Annual General Meeting, and a copy of the report, balance sheet and statement of accounts.

12.4 Notices of motion to be brought before the Annual General Meeting shall be given in writing to the Secretary not less than twenty-eight (28) days before the date of the Annual General Meeting.

12.5 At any Annual or Special General Meeting no Motion not included in the notice calling the meeting may be proposed, discussed or put to the vote except by the consent of two-thirds of the Members present.

12.6 At any annual or Special General Meeting, twelve (12) members entitled to vote shall for a quorum. Members may vote by proxy either in writing or via a nominated representative.

12.7 Voting on any motion at the meeting shall be by voiceora show of hands or, if ten percent of members present agree, a vote at such a meeting may be held by a secret ballot.

12.8 A special General Meeting shall be called:

- i) At any time by resolution of the Executive.
- ii) At any time on the written requisition of twelve or more Members, provided that the requisition to call such a meeting shall state the motion(s) to be moved thereat.

12.9 A special General Meeting shall be held not earlier that twenty-eight (28) days or later than forty (40) days following the receipt of such a requisition or the date of the Executive resolution.

12.10 If the meeting be not called within the time, the Members signing the request shall have power to convene a meeting.

12.11 Each Member shall be notified in writing at least fourteen (14) days before the date of the meeting of the motion(s) to be moved thereat.

### **13. EXPRESSION OF AWIS OPINION**

13.1 No Member shall state any opinion to be that of AWIS unless authorised to do so by the Executive.

### **14. COMMON SEAL**

14.1 AWIS 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 Executive and in the presence of the Secretary and one member of the Executive, who shall sign every document or instrument to which the Seal is affixed.

### **15. CONTROL OF FUNDS**

15.1 The control of the funds of AWIS shall be vested in the Executive and the Executive may authorise the expenditure of such sums as it considers necessary for the furtherance of the aims and objectives of AWIS.

15.2 The Treasurer shall, subject to direction and approval of the Executive where necessary, oversee the administration of the financial matters of AWIS, shall ensure that all financial records are kept, and shall report at the Annual General Meeting on all receipts, expenditures and debts of AWIS.

15.3 All payments shall be approved by a simple majority of the Executive. All cheques and bank withdrawal authorities shall be valid only if signed by two members of the Executive. This will include the Treasurer and any other members of the Executive appointed at the Annual General Meeting and agreed to be a financial authority.

### **16. LIQUIDATION**

16.1 In the event of the dissolution of AWIS, a resolution must be made at a first General Meeting to appoint a liquidator and a subsequent second General Meeting must pass a resolution by simple majority to confirm the resolution of voluntary liquidation. Any remaining assets of AWIS after payment of all its debts and liabilities will become the property of an organisation which has aims compatible with those of AWIS, which organisation shall be decided by the last Annual or Special General Meeting of AWIS, or, at the discretion of the Executive, by postal ballot.”

### **17. ARCHIVES**

AWIS records (including newsletters, minutes of meetings, financial statements, and relevant correspondence and submissions etc.) will be archived at the Hocken library in Dunedin.

Records are to be sent to the Library at intervals of no more than three (3) years or digitally archived.

