

The Rules for The Acoustical Society of New Zealand Incorporated

1. **NAME**

The name of the Society is the Acoustical Society of New Zealand Incorporated (hereinafter called “the Society”).

2. **REGISTERED OFFICE**

The registered office of the Society shall be at such place as the Council of the Society (hereinafter called “the Council”) may decide from time to time.

3. **OBJECTS:**

The objects for which the Society is established are:-

To promote the science and practice of acoustics in all its branches and so as to give effects to such objects as:

- (i) To provide for the delivery and holding of lectures, exhibitions, public meetings, classes and conferences calculated to advance the cause of acoustics whether general, professional or technical and to employ lecturers, teachers and other persons for these purposes and to pay expenses, professional or otherwise in connection therewith, as approved by Council.
- (ii) To establish administrative and advisory bodies, committees, groups, sections and divisions as is found necessary or desirable to promote the objects of the Society.
- (iii) To consider the requirements and priorities of research and development in all branches of acoustics.
- (iv) To collect and circulate statistics and other information relative to acoustics in all its branches.
- (v) To raise the character and status and advance the interests of the science of acoustics and to obtain power to grant legally recognised certificates of competency and grades of membership.
- (vi) To represent generally the views and interests of those concerned with acoustics and to preserve and maintain their integrity by imposing strict rules of conduct as a condition of membership and by other means promoting just and honourable practice in such activities.

4. **POWERS**

For the purpose of carrying out the objects aforesaid, the Council shall have power

- (i) To support, set up, maintain or carry on any research, development or investigation into acoustic science.
- (ii) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Society may think necessary or convenient for the promotion of its objects and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Society or the corporate welfare of its members.
- (iii) To sell, let, mortgage, dispose of or turn to account all or any of the property or assets, design rights or results of research and the like of, or supported by, the Council as may be thought expedient with a view to the promotion of its objects.
- (iv) To undertake or execute any trusts which may lawfully be undertaken by the Society and may be conducive to its objects.
- (v) To borrow or raise money for the purpose of the Society on such terms and on such security as may be thought fit.
- (vi) To invest the moneys of the Society not immediately required for its purposes in, or upon such investments, securities or properties as may be thought fit.
- (vii) To grant certificates and diplomas of competence and grades of membership and to examine members as may be necessary towards such granting.
- (viii) To obtain any Act of Parliament or Royal Charter for all or any of the objects of the Society.
- (ix) To establish, subscribe to, promote, become a member of, support, to amalgamate, to affiliate or co-operate with any other association, society, institution or company whether incorporated or not whose objects are altogether or in part similar to those of this Society and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on this Society.
- (x) To do all such other things and make such payments or awards as are incidental or conducive to the attainment of the above objects or any of them.

5. **MEMBERSHIP**

(i) **Grades of membership**

These shall be:

Fellow
Member
Affiliate
Sustaining Member
or Sponsor

(ii) **Voting Rights and Holding Office**

All society members (i.e. Fellows, Members, Affiliates, Sustaining Members and Sponsor) shall have full voting rights.

Society members holding the grades of:

Fellow,
Member, or
Sustaining Member

shall be corporate Members of the Society with the right to hold office.

However, up to 2 non-corporate members can be voted onto the Council, and shall have the same powers as other Council members.

(iii) **Application for membership**

Intending members of the Society are required to apply for membership including the appropriate membership application approved by the Council from time to time. Applications should be for the appropriate grade, i.e.

Member, Affiliate, Sustaining Member or Sponsor.

Honorary Memberships or Fellowships are elected solely by Council but any member may recommend another to Council for such an honour.

(iv) **Qualifications for membership**

Member - Open to persons who have a professional involvement, (or prior professional involvement) in acoustics and are interested in the welfare of the Society and qualifying by A **OR** B below:-

A - Hold a Bachelor Degree (or NZQA approved Level 7 equivalent) or higher, in a relevant field e.g. Acoustics, Engineering, Architecture, Mathematics, Science, Applied Science, Building Science, Health Science, Planning, Audiology, Medicine etc.

PLUS

Evidence of a minimum of 3 years full-time experience of responsible work in the field of acoustics

- B - Evidence of a minimum of 10 years full-time experience of responsible work in the field of acoustics.

Affiliate

- Open to persons interested in acoustics and the welfare of the Society

AND

Not qualifying for the grade of Member.

Sustaining Member

- Any person who qualifies for the grade of Member AND in their membership application has chosen to pay the higher subscription, as outlined in the membership application form may qualify for the grade of Sustaining Member. Sustaining Members shall be entitled to such additional benefits as notified from time to time by the Council.

Sponsor

- Any person who does not qualify for the grade of Member, or group of persons (including a firm, partnership, organisation, society, company or corporation), who in their membership application has chosen to pay an amount higher than the standard Affiliate subscription for the purposes of supporting the Society, may qualify for the grade of Sponsor. Sponsors shall be entitled to such additional benefits as notified from time to time by the Council.

(v) Application for Membership

Intending members of the Society are required to apply for membership using the prescribed form and should apply for an appropriate grade, i.e.

Member, Affiliate, Sustaining Member, or Sponsor.

All intending members must, in their application form, sign in acknowledgement of their agreement to comply with the Society Rules of Conduct

Fellowships are elected solely by Council but any Member may recommend another to Council for such honour.

Application for the grade of Member (i.e. not Affiliate or Sponsor) must be accompanied by the following documentation:-

- (a) A copy of degree or letter from their educational institution confirming their qualification
- (b) A letter from their employer (Principal) which states the period of responsible work and a company description. If the applicant is a part-time employee, the equivalent employment period requirements in 5(iv)A and 5(iv)B above will be determined, proportional to the equivalent fraction of full-time work
- (c) If self-employed, a description of the practice and proof of it being established and operated for more than 3 years.
- (d) Letters of reference from two Members of either NZAS or another professional society or organisation recognised by the Council. One letter must be from a society Member outside the applicant's place of employment.
- (e) If requested by the Council, further supporting evidence or documentation

(vi) Continuing Professional Development (CPD)

Members and Sustaining Members must satisfy any requirements for CPD determined by the Society in order to retain their grades of membership. Failure to satisfy these requirements will result in relegation to the grade of Affiliate.

There shall be no CPD requirements to maintain the grades of Fellow, Affiliate or Sponsor.

(vii) Title

The authorised title and abbreviation for a Member (including Sustaining Member) and Fellow of the Society shall be:

- Member of the Acoustical Society of New Zealand (MASNZ)
- Fellow of the Acoustical Society of New Zealand (FASNZ)

Affiliates/Sponsors are not authorised to use these titles.

6. OFFICERS

- (i) There shall be a President and two Vice Presidents, and they shall be Members, and members of the Council. No Council member shall hold the office of President for more than two consecutive elections.
- (ii) There shall be a Treasurer who shall be a member of the Council.
- (iii) There shall be a Secretary who, if he/she is a Member of the Society, shall be a member of the Council, or with the approval of the Council, a

Salaried Officer may be appointed who shall not be a member of the Council.

- (iv) The editor of the Society Journal can, but does not have to be, a Council member. The Council may involve the editor insofar as is necessary to keep him/her informed of Society business

7. **COUNCIL**

The Council of the Society shall consist of at least 9 members of the Society, including, ipso facto, the President, and may include up to 2 non-corporate members.

In the term following the election of a new President, the immediate past-President shall (subject to their agreement), be a member of the Council.

No more than 4 Council members shall be employed by the same firm, partnership, company or corporation.

8. **MEMBERSHIP SUBSCRIPTIONS**

- (i) The Society may, at a General Meeting, prescribe or alter the subscription for separate classes of members. The normal subscription in respect of each grade of member shall be determined at the time of the General Meeting when Officers are elected.
- (ii) An application fee, as per the amount stated on the Membership application form, is payable with an application for Membership to cover administration costs associated with the application.
- (iii) The application fee will not apply to Membership renewals or applications for the grades of Affiliate or Sponsor.

9. **RESIGNATIONS AND EXCLUSIONS**

A member of the Society shall cease to be a member either by –

- (i) Voluntary resignation, to be provided to the Council in writing
- (ii) Exclusion by Council through due process outlined in the Disciplinary Measures
- (iii) Exclusion by Council if he/she is more than two years in arrears of subscription

In each of (ii) and (iii) above, the decision to exclude from membership shall be taken only by assent of not less than two-thirds of the Council. The reason shall be communicated to the member in writing within 14 days of a Council decision.

10. **GENERAL MEETINGS**

- (i) The Society shall hold an Annual General Meeting at such time and place as may be determined by the Council.

- (ii) All General Meetings, other than that described in (i) above shall be called Extraordinary General Meetings.
- (iii) Council may whenever it thinks fit convene an Extraordinary General Meeting on written requisition signed by not less than one-fourth of the Society's members.
- (iv) Not less than 14 days notice, in writing, shall be given of every General Meeting, specifying the place, day and hour of the meeting and in the case of special business the general nature of that business. This notice shall be sent to the last known address of each member but non receipt of such notice by any member thereof shall not invalidate the proceedings at any meeting.

11. **PROCEEDINGS AT GENERAL MEETINGS**

- (i) The business of an Annual General Meeting shall be to consider the income and expenditure account and balance sheet, and the reports of Council, the election of Officers, and the consideration of such other business as any Member on due notice or Council may bring before it.
- (ii) Twenty-five percent of members personally present shall be a quorum for a General Meeting and no business shall be transacted unless a quorum is present.
- (iii) If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. Any other case it shall stand adjourned to such day, time and place as Council may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed the members present shall be a quorum. The Secretary shall give notice to all members of such adjourned meeting.
- (iv) The President , or in his absence a Vice President, shall preside as Chairman at every General Meeting, but if at any meeting neither of them shall be present the members present shall choose some member of Council, or if no such member be present they shall choose some other member of the Society to preside.
- (v) Each motion submitted to a meeting shall be decided on the voices or on a show of hands or such other way as shall be decided by the meeting. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- (vi) Nothing above shall be construed as preventing a General Meeting resolving to adopt a postal or electronic ballot system in all, or any matter(s) coming before the Society.

12. **POWERS OF COUNCIL**

- (i) The business of the Society shall be managed by Council, subject to any regulations the Society in General Meeting may prescribe from

time to time. Five members shall be a quorum for the Council. The Council shall meet, adjourn and otherwise regulate its proceedings as it thinks fit. Matters shall be decided by a majority of votes and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

- (ii) Council shall meet at least twice each calendar year.
- (iii) Meetings need not be conducted with all members physically present.
- (iv) The members of Council may be repaid such travelling and other expenses as may properly be incurred by them in or about the performance of their duties including any such expenses incurred in connection with their attendance at meetings of the Council or of committees of the Council or General Meetings.
- (v) Council may delegate any of their powers (other than the power to determine the technical and financial policies of the Society, the powers of admission to membership of the Society and expulsion from the Society, the powers of appointment of members of the Council and their removal) to committees consisting of such member or members of the Council as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Council.
- (vi) In particular the Council may delegate any of its powers (other than as provided by the last mentioned Article) to a committee to be known as the Executive Committee.
- (vii) The Council shall cause proper Minutes to be made of the proceedings of all meetings of the Society and of Council, and any other committees of Council, and all business transacted at such meetings, and any such Minutes of any meeting, if purporting to be signed by the Chairman, of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the fact therein stated.
- (viii) A resolution in writing signed by all the members for the time being of the Council or of any committee of the Council who are entitled to receive notice of a meeting of the Council or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such committee duly convened and constituted.
- (ix) Council may from time to time establish administrative regions and an associated regional committee to further the aims of the Society, including the consideration of matters arising in the region and making recommendations to Council as appropriate. The powers and terms of reference of the regional committees will be prescribed by Council as appropriate.

13. **SECRETARY**

The Secretary and Treasurer shall be appointed by the Annual General Meeting at such remuneration and upon such conditions as the Council may think fit. The Treasurer will have control of the funds of the Society and will prepare the accounts and annual balance sheet.

14. **THE SEAL**

The seal of the Society shall not be affixed to any instrument except by the authority of a resolution of the Council or a committee of the Council duly authorised in that behalf, and in the presence of at least two members of the Council and of the Secretary, and the said members and Secretary shall sign every instrument to which the seal shall be so affixed in their presence.

15. **ACCOUNTS**

- (i) The Council shall cause proper books of account to be kept.
- (ii) The books of account shall always be open to inspection by members of the Society.
- (iii) At the Annual General Meeting the Council shall lay before the Society a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Association) together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper reports of the Council, and copies of such account, balance sheet and reports shall not less than fourteen days before the date of the meeting be sent to all persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served.
- (iv) No review or audit of the annual financial statements is required unless a review or audit is requested by 5% of the members at any properly convened Society meeting.

16. **NOTICES**

A notice may be served by the Society upon any member either personally or by sending it via email or through the post to such member at his/her registered address (email or postal) as appearing in the register of members.

17. **ALTERATIONS TO RULES**

- (i) Rules shall be made, amended or rescinded only by resolution passed at a General Meeting after due notice of motion.
- (ii) Notices of motion affecting rules shall be made to the Secretary at least 21 days prior to any General Meeting, and shall be added to the agenda as an item of business. The Secretary shall notify all corporate Members of such notices of motion at least 14 days prior to any General Meeting.

- (iii) Provided that where no General Meeting is scheduled within 12 months of a notice of motion being received by the Secretary, the Council may conduct a ballot of corporate Members via post or electronic means on the motion, and the result of such ballot shall be final, with the President having a casting vote in the event of a tied ballot.

18. **WINDING UP**

If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given to transferred to some other institution or institutions having objects similar to the objects of the Society, such institutions or institution to be determined by the members of the Society at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

Incorporated at Wellington, this 9 day of September, 1982

