



*Constitution of the ASSR*  
*Te Rōpū Kairangahau Tikanga-ā-iwi o Aotearoa*

**CONSTITUTION OF THE NEW ZEALAND ASSOCIATION OF SOCIAL SCIENCE  
RESEARCH ASSOCIATION (ASSR)**

Te Rōpū Kairangahau Tikanga-ā-iwi o Aotearoa

**1 NAME**

- 1.1 The society shall be called the New Zealand Association of Social Science Research (the Association or ASSR).

**2 AIMS AND OBJECTIVES**

- 2.1 The aims and objectives of the Association are charitable; to raise awareness of and educate about social science research and practice, and related interests; and include:
- (a) To raise awareness of and educate about social science research and practice, and related matters, including national and international issues in social science research, excellence and innovation;
  - (b) To encourage dialogue between any person interested in the social sciences and related fields and social science researchers working in a variety of settings;
  - (c) To promote the use of ethical practices when undertaking social science research, including the use of any Code of Ethics developed or approved by the Association;
  - (d) To promote and support skills and training and development, and capability and capacity building, in social science research; and
  - (e) Any other activities which from time to time are seen by the Association to be in the interests of advancing social science research in New Zealand and consistent with these charitable aims and objectives.

**3 MEMBERSHIP**

- 3.1 Individual membership of the Association shall be open to any person who has been or is actively involved in the conduct, promotion or application of social science research. There shall be two categories of individual members:

- (a) Members, who pay the full individual membership fee; and,
  - (b) Unwaged members, who are employed less than half-time. Unwaged members shall pay no more than fifty percent of the full individual membership fee.
- 3.2 Eligible persons shall become members upon the Secretary receiving a completed application form and the current year's subscription and being accepted as a member by the Committee. Applicants who are not accepted as a member of the Association will be informed in writing by the Secretary of the Association that their application to become a member has not been successful. The Association will refund any money paid by the applicant.
- 3.3 Membership entitles the member to:
- (a) (a) participate in meetings of the Association;
  - (b) vote at the Annual General Meeting and special general meetings; and
  - (c) receive regular publications of the Association.
- 3.4 The Committee may recommend to the Annual General Meeting that an individual member, who has made an outstanding contribution to the Association or to social science research, be elected to honorary life membership of the Association. Election to honorary life membership shall be by simple majority of the members present at the general meeting. Honorary life membership shall carry all the entitlements of individual membership;
- 3.5 A person or institution shall cease to be a member if he or she:
- (a) voluntarily resigns;
  - (b) fails to pay the membership fee for any financial year by the end of that year; or
  - (c) does not adhere to the Code of Ethics of the Association or has their membership terminated as provided for in section 3.6
- 3.6 (a) The Executive may, of its own motion or upon the complaint of a member, by unanimous resolution with immediate effect, terminate or restrict the membership for a defined period of time of any person whose continued membership the Executive believes will prejudice the good name of the ASSR, the smooth working of the organisation, or the harmonious relations of its members.
- (b) Any member who considers himself aggrieved by a decision under (a) may within fourteen (14) days notification of the revocation of his/her membership give notice to the Executive of his/her desire to appeal the decision to a General Meeting of the ASSR. Such notice shall be deemed to entitle that Member to be heard at such meeting and a decision made at that meeting by a majority seventy per cent (70%) of the Members present shall be final and conclusive on the matter of that person's membership.

#### **4 TREATY OF WAITANGI**

- 4.1 To give effect to the principles of the Treaty of Waitangi in the policies, organisational structures and practices of the Association by:

- (a) promoting and supporting training and development towards increased Māori research capability and capacity;
- (b) supporting the development of kaupapa Māori approaches in research;
- (c) supporting Māori leadership in policies, priorities and funding decisions relevant to Māori social science research; and
- (d) taking into account the official status of Te Reo Māori.

## **5. ORGANISATION OF THE ASSOCIATION**

- 5.1 The Association shall be controlled by a Committee consisting of members elected annually by the members attending the Annual General Meeting. The Annual General Meeting will take place in April of each year.
- 5.2 Voting at the Annual General Meeting shall be on the voices or, if any member requests it, by show of hands or by secret ballot.
- 5.3 The Committee at its first meeting after election shall appoint a Convenor, Secretary and Treasurer.
- 5.4 All members of Committee shall have the same decision-making rights, privileges and responsibilities;
- 5.5 The Committee shall have the right to co-opt members to the committee; and
- 5.6 The Committee may employ staff to expedite the business of the Association.

## **6 MEETINGS OF COMMITTEE**

- 6.1 A quorum of the Committee shall be no fewer than half of its members.
- 6.2 There shall be at least 10 meetings each year.

## **7 FINANCES**

- 7.1 All moneys received by the Association shall be paid into the bank account approved by the Committee;
- 7.2 The Treasurer shall operate the Association's bank accounts. The Committee at its first meeting after election shall appoint at least two of its members in addition to the Treasurer to act as cheque signatories. Payments on behalf of the Association shall be made by cheques. Two signatures shall be required for cheques signed in the name of the Association
- 7.3 The financial year shall end on 31 December.
- 7.4 The Treasurer shall provide for approval at the Annual General Meeting financial statements for the previous financial year. These statements shall be provided annually to authorities as required under New Zealand legislation, accompanied by a certificate signed by an officer of the Association to the effect that they have been submitted to and approved by the members of the ASSR at a general meeting.

- 7.5 The Committee may invest any surplus funds of the Association as agreed by the Committee.

## **8 GENERAL MEETINGS**

- 8.1 Notice of general meetings of the Association shall be sent to members in the newsletter prior to the date set for the meetings;
- 8.2 A quorum at general meetings shall be 15 members.

## **9 CHANGES TO THE CONSTITUTION**

- 5.1 9.1 Alterations to the Constitution shall require a two thirds majority at a General Meeting after written notice of motion has been given at least four weeks before the meeting.
- a. 9.2 Any notices required by this constitution may be transmitted by electronic means such as email where the member has provided such contact details and this is deemed to be written notice.

## **10 WINDING UP**

- 10.1 If upon the winding up or dissolution of the Association there remains after the satisfaction of its debts and liabilities any property whatsoever, the same shall be transferred forthwith to such other charitable organisations with aims similar to those of the Association as may be approved by the Association, such property to be used towards the advancement of social science research in such ways as the governing body of the other organisations mentioned may decide. The winding up shall conform to Section 24 of the Incorporated Societies Act 1908.