

RULES OF THE NEW ZEALAND NATIONAL SOCIETY FOR EARTHQUAKE ENGINEERING

(A Technical Group of the Institution of Professional Engineers N.Z. (Inc)
hereinafter referred to as "the Institution")

SECTION 1 NAME

- 1.1 The Society shall be named, "The New Zealand National Society for Earthquake Engineering", hereinafter referred to as "the Society".

SECTION 2 OBJECT

- 2.1 The objects of the Society shall be to further the objects of the International Association for Earthquake Engineering as applicable to New Zealand and to foster the advancement of the science and practice of earthquake engineering.

SECTION 3 QUALIFICATION FOR MEMBERSHIP

- 3.1 Membership of the Society shall comprise professional engineers, scientists and others seriously interested in earthquake phenomena or in the effects of earthquakes.
- 3.2 Membership shall not be restricted to persons eligible for membership of the Institution, but the Rules of the Institution governing membership shall, where they apply, be used as a guide to the assessment of qualifications for membership.

SECTION 4 APPLICATION FOR AND ELECTION TO MEMBERSHIP

- 4.1 Each application for membership of the Society shall be made on a form provided by the Institution and such applicant shall supply details of his occupation, academic qualifications, experience and field of interest in earthquake engineering or related matters as the Management Committee shall decide.
- 4.2 Admission to membership of the Society shall be subject to the approval of the council of the Institution on the recommendation of the Management Committee of the Society, herein after referred to as "the Management Committee".
- 4.3 *Life Members*
- The Management Committee may elect as a "Life Member" any person, whether resident in New Zealand or otherwise, who has made an extraordinary contribution to earthquake engineering in New Zealand

or elsewhere. A person so elected shall have full membership rights of the Society, but shall not be required to pay any membership subscription.

4.4 Corporate or Contributing Membership

There shall be available Corporate or Contributing class of Membership, or both, and that all parties likely to be interested agreeable to contribute or benefit from advances in earthquake engineering be invited to join, such membership being defined as:

- (a) Corporate Member shall be a corporation or other organisation interested in furthering the science and practice of earthquake engineering, and the maintaining of a high professional standard in all branches of earthquake engineering research and practice. The designated representative of each Corporate member shall enjoy the privileges of a member.
- (b) A Contributing Member shall be a corporation or organisation desirous of giving additional financial support to the Society and interested in furthering the science and practice of earthquake engineering and the maintaining of a high professional standard in all branches of earthquake engineering research and practice. The designated representative of each contributing Member shall enjoy the privileges of a member.
- (c) The subscription for both Corporate and Contributing Membership shall be as decided annually by the Management Committee.

4.5 Fellows

The Management Committee may elect as a Fellow of the Society any person, whether resident in New Zealand or otherwise who, in the Committee's estimation, fulfils all of the following requirements:

- (a) the nominee must have been a member of the Society for at least five years immediately prior to nomination;
- (b) the nominee must be highly respected in some aspect of the fields of earthquake engineering, earthquake phenomena or the effects of earthquakes;

- (c) the nominee must have performed exceptional service to the Society as demonstrated by:
- work on the Management Committee; and/or
 - work on one or more of the Society's Bulletins; and/or
 - publication in the Society's Bulletin; and/or
 - other special contribution which benefits the Society.

Prospective Fellows shall be nominated by three current members of the Society, who shall submit with their nomination a brief statement supporting the nominee's case for election.

In the event of an initially unsuccessful nomination, the nomination shall stand for three years subsequent to nomination and if not by then successful, shall then lapse. Renomination of an unsuccessful candidate will not be accepted for the three years subsequent to failure of the previous nomination.

NOTE: Normally not more than five percent of the Society's membership shall be Fellows at any one time. The Management Committee will cause to be publicised in the Bulletin annually requirements for consideration of nominations and the closing date for nominations.

SECTION 5 RESIGNATION AND RE-ADMISSION

- 5.1 (a) Each member may, by notice in writing to the Chief Executive, of the Institution, resign his membership after payment of all sums due from him in respect of subscriptions or otherwise.
- (b) Each person who has ceased to be a member may apply for re-admission and the Council of the Institution on the recommendation of the Management Committee may approve such re-admission under such conditions as it may see fit to impose.

SECTION 6 MANAGEMENT OF THE SOCIETY

- 6.1 The affairs of the Society shall be managed by a committee to be known as the Management Committee of the N.Z. National Society for Earthquake Engineering.
- 6.2 The members shall annually elect nine members to the Management Committee as provided for in Rule 6.9 and the Earthquake and War Damage Commission may appoint one member. The Immediate Past President of the Society shall, in the first year following his relinquishing the office of President, be a member of the Management Committee.
- 6.3 The Management Committee shall appoint the President of the Society, who shall also be Chairman of the Committee. No person shall hold this office for more than two consecutive years.

- 6.4 Each elected member of the Management Committee shall serve for one year. He may be re-elected or re-appointed under Rule 6.5 for not more than six consecutive years.
- 6.5 The Management Committee may fill a casual vacancy including a vacancy not filled at an election.
- 6.6 The Chief Executive of the Institution, or his appointee, shall be the official Secretary of the Society.
- 6.7 The Management Committee shall appoint an Administrative Secretary, whose duties shall include the keeping of the Minutes of meetings of the society.
- 6.8 At meetings of the Management Committee the quorum shall be five members.
- 6.9 The election of members of the Management Committee shall be by postal ballot and shall be in categories of membership as defined in Rule 6.10. Every member of the Society may vote for candidates in every category. One member for each of Categories 1 to 4 inclusive and five members for Category 5 shall be elected. Ballot papers together with brief biographical notes about candidates shall be posted to all members not later than 21 days before the date of the Annual General Meeting.
- 6.10 A candidate may offer himself for election to the Management Committee in any one, but not more than one, of the following categories :

- Category 1: Geologist
 Category 2: Geophysicist or Seismologist
 Category 3: Research scientist concerned with problems in, or related to, earthquake engineering
 Category 4: Architect
 Category 5: Ordinary member

The qualification of a candidate for election in any of the special Categories 1 to 4 inclusive shall be accepted if the candidate is actively engaged principally in the discipline defined by the category in the course of his normal work. A candidate qualified for election in any of the Categories 1 to 4 may seek election as an Ordinary Member; but he shall not, in that event, be accepted as a candidate for the special category.

Nominations shall be on forms supplied by the Administrative Secretary, shall show the category for which the candidate seeks election, shall be signed by the candidate, his proposer and seconder, all of whom shall be financial members of the Society, and shall reach the Administrative Secretary not later than two calendar months before the date of Annual General Meeting.

- 6.11 At its discretion the Management Committee may co-opt additional members to serve for all or part of an annual term. The criteria for co-option shall be the expertise or involvement in an activity to be undertaken under the auspices of the Committee and where the Committee feels that such expertise could assist in the success of the activity or project. Such co-opted members shall have full speaking, but not voting rights at Management Committee meetings.

- 6.12 No member or associated person of a member shall be entitled to derive or otherwise receive any benefit or advantage where any benefit or advantage shall be payable to any member where that member is able to determine or materially influence the amount or nature of that benefit or advantage provided that any member or associated person who renders professional services to the Society shall be entitled to be paid all usual professional business and trade charges for work done for the Society.

SECTION 7 POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

- 7.1 The Management Committee shall be responsible to the members of the Society for the policy and administration of the Society and its powers shall include:
- (a) Publication of information, technical or non-technical, about earthquake engineering.
 - (b) Establishment and maintenance of direct communication and liaison with I.A.E.E. and with any other organisation with objects similar to those of the Society.
 - (c) Communication with and representation to any authority responsible for legislation, for regulations or for issuing advisory or mandatory rules of any description which are or which should be affected by earthquake considerations, including the right to make public statements about questions concerned with earthquake engineering and related matters.
 - (d) Arrangement of conferences, seminars and symposia.
 - (e) Formation of branches and specialist groups.
 - (f) Establishment and maintenance of technical libraries and information services.
 - (g) Initiation and maintenance of or support for research in earthquake engineering and related field.
 - (h) Management of the financial affairs of the Society, including determination of the annual membership subscription rate.
 - (i) The appointment of necessary staff and the determination of their remuneration.
 - (j) Election of Life Members (see 4.3) and Fellows (see 4.5)
- 7.2 The Management Committee shall meet as often as the business of the Society may require, but not less frequently than four times annually.
- 7.3 Subject to the Rules and overall jurisdiction of the Institution, the decisions of the Management Committee on the Interpretation of the Rules of the Society, on all matters dealt with in accordance with such Rules and on matters not provided for in such Rules shall be final and binding on all members of the Society.

- 7.4 The Management Committee shall prepare an Annual Report which shall be circulated by the Administrative Secretary to each member of the Society to reach him not less than 14 days before the Annual General Meeting and shall be laid before, and adopted or otherwise, by such meeting.

SECTION 8 FINANCE

- 8.1 The financial and subscription years shall be the same, commencing on 1 October and ending 30 September the following year.
- 8.2 Each member of the Society shall pay an annual subscription. The annual subscription shall be due on 1 October and shall be paid to the Chief Executive.
- 8.3 Any member whose annual subscription has not been paid by 31 May shall be regarded as 'in arrears of subscription' and it shall be the duty of the Administrative Secretary to write to such persons advising such situation and requesting immediate payment. If the subscription remains unpaid at 30 June, all rights of membership shall be suspended until the arrears have been paid. If, at 30 September the member still remains in arrears of subscription, that member shall be automatically deleted from the list of members.
- 8.4 Annually the Administration Secretary shall prepare a budget of projected receipts and payments for consideration, possible amendment and adoption by the Management Committee. At each meeting or, more frequently if required, the Administrative Secretary shall present a statement of actual receipts and payments to date and shall make whatever explanations are required of him. In the case of special expenditures, e.g. reconnaissance teams cost, Administrative Secretary's and Bulletin Editors reimbursement, approval of the Management Committee must be given. All financial transactions shall be through the accounts of the Institution.
- 8.5 The Chief Executive of the Institution in his capacity as Secretary of the Society, shall handle all financial dealings of the Society, including the collection of subscriptions and shall keep a separate record of the income received and expenditure incurred by the Society.
- 8.6 At the end of each financial year the Management Committee shall prepare an Annual Statement of Account which after being certified by the Auditors of the Institution shall be circulated by the Administrative Secretary to each member of the Society to reach him not less than 14 days before the Annual General Meeting and shall be laid before, and adopted or otherwise, by such meeting.
- 8.7 The activities of the Society shall be limited to within New Zealand.

SECTION 9 ANNUAL GENERAL MEETING

- 9.1 An Annual General Meeting of the Society shall be held once in each calendar year on such date and at such time and place as may be decided by the Management Committee.
- 9.2 Notice of each Annual General Meeting shall be circulated to each member to reach him not less than 14 days before such meeting.
- 9.3 There shall be no quorum for the Annual General Meeting.

SECTION 10 SPECIAL GENERAL MEETING

- 10.1 A Special General Meeting of the Society may be called by the Management Committee at any time or shall be called by such Committee if requisitioned by not less than ten financial members.
- 10.2 Notice of each Special General Meeting and of the nature of the business to be transacted thereat shall be circulated to each member to reach him not less than 14 days before such meetings.
- 10.3 The quorum for each Special General Meeting shall be ten financial members.

SECTION 11 VOTING BY MEMBERS

- 11.1 Votes at the Annual or a Special General Meeting may be given either personally or by proxy as hereinafter mentioned or, by decision of the Management Committee, may be given by post. The instrument appointing a proxy shall be in writing under the hand of the appointer and no person shall be appointed a proxy who is not a member of the Society and qualified to vote. Such instrument of proxy shall be exercised only for matters of which due notice has been given. Votes given by post may be accepted as valid if received by the Administrative Secretary earlier than a time prior to the meeting as decided by the Management Committee and advised to members when calling for their vote.
- 11.2 Each member not being a member disqualified under Clause 11.8 present either in person or by proxy or voting by post shall have the right to exercise one vote only on each motion before such meeting except that in the case of equality of voting the Chairman may exercise a casting vote in addition to his deliberative vote.
- 11.3 Voting on any motion before such meeting shall except in the case of postal voting and subject to recognition of proxies be by the voices except that any such member present at such meeting may require a show of hands and any ten per centum of such members present at such meeting may require a secret ballot; but at any meeting, and unless the Chairman is required by the meeting to advise the number of votes cast for and against the motion, a declaration by the Chairman that a resolution put to the meeting has been carried or lost and an entry recorded to that effect in the book of proceedings of the Society shall be conclusive evidence of the fact.

- 11.4 A majority of the votes at any such meeting shall decide any question unless the Rules otherwise provide.
- 11.5 All instruments appointing proxies shall be in writing under the hand of the appointer. The instrument shall be in a form authorised by the Management Committee and incorporating words designed to cover the requirements of the Rules.
- 11.6 The instrument appointing a proxy shall be received by the Administrative Secretary not less than twenty-four hours before the time of the holding of the meeting at which the person named in such instrument proposed to vote.
- 11.7 A vote given in accordance with the terms of an instrument appointing a proxy shall be valid, notwithstanding the previous death of the principal or revocation of the instrument under which the vote is given, provided that no intimation in writing of the death or revocation shall have been received before the meeting by the Administrative Secretary.
- 11.8 No member shall be entitled to be present or to vote on any question, either personally or by proxy or as proxy for another member at any meeting if he is classed as "in arrears of subscription" as defined in Clause 8.4.

SECTION 12 COMPLIANCE WITH RULES OF THE SOCIETY

- 12.1 Members of the Society shall be bound by the Rules of the Society and the form of application for membership shall contain a declaration in the following terms to be signed by each applicant:

"If admitted to Membership, I agree to abide by the rules of the New Zealand National Society for Earthquake Engineering."

SECTION 13 COMPLIANCE WITH THE RULES OF THE INSTITUTION

- 13.1 Before exercising any of the powers set out in Section 7 of these Rules the Management Committee shall consider the requirements of I.P.E.N.Z. Rule 10.10.

SECTION 14 STANDING ORDERS FOR MEETINGS

- 14.1 The Standing Orders of the Society shall be as in Appendix II.

SECTION 15 ALTERATION OF RULES

- 15.1 Alteration to the Rules of the Society shall be recommended by a majority vote of a Special General Meeting of the Society and such alteration shall become effective if approved by the Council of the Institution.

No alteration, addition, rescission or substitution which would alter the charitable nature of the Society shall be permitted.

SECTION 16 WINDING UP

- 16.1 The Society shall be wound up and thus cease to continue to operate by decision of the members at a meeting convened for the purpose of considering such a proposal. On that happening no member of the Society can participate in any financial surplus remaining and the whole of that surplus, less any professional costs incurred in effecting the winding up, shall be distributed for charitable purposes within New Zealand.