



RULES of the NEW ZEALAND FEDERATION OF GRADUATE WOMEN (AUCKLAND BRANCH) INCORPORATED

1. NAME

The name of the organisation is “The New Zealand Federation of Graduate Women (Auckland Branch) Incorporated” (hereinafter called Auckland Branch NZFGW). Auckland Branch is commonly called “**Auckland Graduate Women.**”

2. AIMS

The aims, as an affiliate of the New Zealand Federation of Graduate Women Incorporated (hereinafter called NZFGW) are:

- (a) To promote understanding and co-operation among the Graduate women resident in New Zealand;
- (b) To represent and act for graduate women in matters in which they as an organisation are interested;
- (c) To encourage research work by women;
- (d) To promote, through affiliation with the International Federation of University Women (hereinafter called IFUW) understanding and friendship among the university women of the world, irrespective of their race, religion or political opinions and thereby to further their interests and develop among their countries sympathy and mutual helpfulness.
- (e) To encourage the full application of the knowledge and skills of university women to the problems which arise at all levels of public life, whether national, regional or world wide; and to encourage their participation in the solving of these problems.
- (f) To acquire by purchase, hire, manufacture or otherwise howsoever, all forms of academic dress or regalia and to make same available as the executive shall from time to time determine.
- (g) To make funds available by way of grants and scholarships for educational and charitable purposes, subject to such conditions as the Executive shall from time to time determine.
- (h) To carry on any activities which the Executive shall from time to time deem necessary or expedient, to further the aims herein set out.

3. MEMBERSHIP

(a) Categories. There shall be five categories of members, as follows:

(i) GRADUATES

Graduate membership shall be open to women whose academic qualifications are accepted by the IFUW Membership Committee, as detailed below:

- The degree, diploma or similar qualification is awarded for a programme that normally requires at least three years of study at a university or educational institutional of comparable standing.
- In the case of educational institutions other than universities, the entrance requirements are the same as required for university entry. The resulting degree, diploma or similar qualification would make the holder eligible for

entry into a Master's level study programme.

(ii) ASSOCIATES

Associate Membership shall be open:

- to any woman who is a holder of a diploma approved by National Executive NZFGW. Such diploma must have been awarded after the completion of at least two years full time study or its part- time equivalent; and
- to any woman who has been an Associate Member of any other branch of NZFGW.

Associate Members may hold any office in the Auckland Branch NZFGW other than that of President or Secretary and may vote for the election of officers.

No Associate Member may hold office in NZFGW, or be a Branch delegate to the Conference or a Branch Representative on the Council.

Associate Members are not liable for international dues.

(iii) AFFILIATES

A member of another Branch may become an affiliated member of the Auckland Branch NZFGW under the following conditions:

- She shall be a financial member of her own Branch, which will be responsible for her capitation fees to IFUW and NZFGW.
- She shall not be included in the membership figures of Auckland Branch and no dues will be paid for her by Auckland Branch, but she shall pay such affiliation fees as Auckland Branch determines.
- She shall not have voting powers nor may she hold office in Auckland Branch.

(iv) MEMBERS EMERITA

The status of Member Emerita of NZFGW may, in accordance with the procedure in the By-Laws of NZFGW, be granted to any member has given outstanding service to NZFGW.

A Member Emerita attached to Auckland Branch NZFGW shall not be liable for a subscription, nor for national or international dues.

(v) FRIENDS

(i) Any graduate woman who is continuing her studies, or who is a current member but is unable to attend meetings, may apply to the Executive Committee for the status of FRIEND OF AUCKLAND GRADUATE WOMEN.

Friends shall have the right to attend meetings (subject to payment of any charge which may have been imposed) and to participate in activities, but shall not have the right to vote at any meeting.

For the avoidance of doubt, international or national dues shall not be payable in respect of Friends.

(vi) **SAVINGS.**

Any woman who is a member of this Branch at the date of approval of these rules, but who would not thereafter be eligible for membership, shall continue to be entitled to membership until her death or earlier resignation.

(vii) **GUESTS**

Members from overseas associations who are in Auckland for a temporary visit shall have the right for twelve months to attend meetings and social gatherings as Guest Members, but shall have no voting rights.

(b) Election to Membership

Women eligible for membership shall make application on the prescribed form and in accordance with such requirements for new members which the executive may determine from time to time in addition to payment of the annual subscription.

(c) Termination of Membership

(i) Any member may terminate her membership by resignation in writing.

(ii) The Executive may terminate the membership of any person whose subscription remains unpaid for 12 months.

4. ALTERATION OF RULES

(a) No rule shall be altered, added to or rescinded except by a resolution of at least two thirds of the members present at a General Meeting which has a quorum of 15 financial members.

(b) The nature of the proposed amendment(s) shall have been sent to members at least fourteen days in advance.

(c) Amendments shall have regard to regulations laid down by NZFGW.

5. OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

(a) The officers shall consist of a President, one or two Vice-Presidents, a Secretary, a Treasurer, and up to five members of the Executive Committee (hereafter known as “ the Executive .”) All officers shall be elected annually. No President or Vice- President shall hold the same office for more than three consecutive years.

(b) The office of secretary and treasurer may be combined.

(c) The Executive shall have power to appoint sub-committees for special purposes and the President and Secretary or Treasurer shall be ex-officio members of all such sub-committees.

(d) The President or her nominee shall be Branch representative on NZFGW Council.

6. ELECTION OF OFFICERS AND COMMITTEE

(a) A notice calling for nominations for the Officers and Executive shall be sent to members not less than fourteen (14) days before the Annual General Meeting.

(b) Nominations must be in the hands of the Secretary before the Annual General Meeting. If insufficient nominations are received, further nominations shall be taken at the Annual General Meeting.

- (c) In the event of there being more than one nomination for any office, an election by ballot shall be held at the Annual General Meeting.
- (d) If any vacancy occurs during the year in any of the positions of the Executive the same may be filled by the Executive and approved at any General Meeting.
- (e) In all cases nominee (s) must have indicated their willingness to accept nomination.

7. GENERAL MEETINGS

- (a) The Annual General Meeting shall be held before 30 September of each year when the Annual Report and Balance Sheet and Statement of Accounts for the previous year shall be submitted for the approval of members. At the Annual General Meeting, the Officers and the Executive shall be elected for the ensuing year.
- (b) The Executive may call a Special General meeting at any time provided that at least 14 days notice is given to members, together with notice of the business to be discussed or any resolution which it intends to put to the meeting.
- (c) The Executive may at any time, on the requisition in writing of twelve members of one or more year's standing, call a Special General Meeting, specifying the business to be dealt with thereat. Notice of 14 days shall be given.
- (d) At any General Meeting fifteen members shall form a quorum.
- (e) Only Graduate Members shall have voting powers in matters concerning NZFGW and IFUW, but all Graduate and Associate members shall be entitled to vote on all motions which deal with the business of the Auckland Branch NZFGW.
- (e) At any General Meeting the President, or the Chair of the Meeting, shall have a casting as well as a deliberative vote.
- (f) The method of voting shall be by a show of hands. If requested by three members present, a ballot shall be taken.

8. BRANCH MEETINGS.

- (a) There shall be at least three Auckland Branch Meetings for Auckland Graduate Women during the year between the months of April and December. The business and other activities of these meetings shall be arranged by the Executive at its own discretion and in accordance with the aims of the Auckland Branch NZFGW.
- (b) At least seven days notice of any Branch Meeting shall be given to members in such a way as the Executive deems desirable.

9. EXECUTIVE MEETINGS

- (a) Ordinary meetings of the Executive shall be held at regular intervals and shall be called by the Secretary on the instructions of the President, or on the requisitions in unity of any three members of the Executive. At such meetings *five* members of the Executive shall form a quorum.
- (b) At any meeting of the Executive the President shall have a casting as well as a deliberative vote.
- (c) Three consecutive absences without leave from Executive meetings by any Executive members, shall constitute a resignation from the Executive.
- (d) At least twenty four hours' notice shall be given to the Executive members, of any Executive meeting.
- (e) Any member may attend an Executive meeting.

10. FINANCE

(a) The financial year of the Auckland Branch NZFGW shall end on 30 June each year.

(b) The subscriptions for members shall be due at the beginning of the financial year and shall be such a sum as the Executive shall from time to time determine. One month's notice in writing of any proposed change in subscription rate shall be given to every member.

(c) All moneys belonging to the Auckland Branch NZFGW shall be paid into an account or accounts, at such Bank(s), or Savings Bank(s), as the Executive shall decide. All Bank or Savings Bank accounts shall be under the control of the President, the Secretary and the Treasurer or other duly authorised member of the Executive of the Auckland Branch NZFGW, and all cheques or withdrawals shall be signed by any two of them.

10. POWER TO DEAL with ASSETS

The Executive shall have powers to buy or sell any real or personal property or any rights or privileges, at such price and upon such terms and conditions, as they think fit and to give and execute such mortgages, deeds, instruments and securities as are considered necessary. No commitment for purchase or sale may be made without approval of a resolution passed at a General Meeting attended by a quorum of fifteen financial members.

11. POWER TO INVEST

The Executive may from time to time invest and reinvest in any prudent investment approved by the Executive, upon such terms as it thinks fit, any part of the funds of the Auckland Branch NZFGW

12. BORROWING POWERS

The Executive shall have powers to borrow or raise money upon mortgages on the real or personal property of the Auckland Branch NZFGW, or any part thereof, or upon debentures, or mortgage-debentures, charging the whole or any part of the assets of the Branch, and to execute mortgage-debentures, or to borrow money from bankers or from any other source with or without security, if empowered by approval of a resolution passed at a General Meeting attended by a quorum of fifteen financial members.

13. COMMON SEAL

There shall be a Common Seal of the Auckland Branch NZFGW and the Secretary shall be responsible for the safe custody and control thereof. When necessary the Common Seal shall be affixed to any deed or document pursuant to a resolution of the Auckland Branch NZFGW, in the presence of two Executive members (one of whom shall be the President, (or Acting President) who shall sign the document to which the seal is affixed.

14. REGISTERED OFFICE OF THE AUCKLAND BRANCH NZFGW

Any change in the Registered Office of the Auckland Branch NZFGW, shall be notified to the Registrar of Incorporated Societies.

15. WINDING UP

If at any General Meeting of the Branch, a resolution for the winding up of the Auckland Branch NZFGW shall be passed by a majority of the members present and such resolution shall at a Special General Meeting held not less than thirty days thereafter, be confirmed by a resolution passed by a majority of the members voting thereon, the Auckland Branch NZFGW shall be wound up.

If upon the winding up by members, or dissolution of the Branch by the Registrar of Incorporated Societies, there remains, after satisfaction of all its liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Branch, but shall be given or applied to such academic and charitable purposes as may be decided upon at the meeting which votes to dissolve or wind up the Auckland Branch NZFGW.

Rules dated 19 April 2006

(Adopted at the Special General Meeting, as per notice of motion herewith.)