

**SOCIETY FOR RESEARCH ON AMPHIBIANS AND REPTILES  
(INCORPORATED) IN NEW ZEALAND**

**RULES**

**1. NAME**

The name of the Society shall be the Society for Research on Amphibians and Reptiles in New Zealand (Incorporated), hereinafter called the Society.

**2. OBJECTS**

The objects of the Society shall be to: (i) promote the scientific study of all aspects of the biology of the amphibians and reptiles of the New Zealand Region; (ii) promote the conservation of the indigenous amphibians and reptiles of the New Zealand Region.

**3. MEMBERSHIP**

Membership of the Society shall be professional scientists, scientifically-interested amateurs, and the professional staff of institutions engaged in the study of the amphibians and reptiles of New Zealand, admitted to the Society at the discretion of the Council.

- (a) There shall be three classes of members:
  - (i) Ordinary Members
  - (ii) Student members
  - (iii) Honorary life members
- (b) The Council may elect any person as an ordinary member or, subject to Rule 3(c), as a student member of the Society on the recommendation of two members of the Society.
- (c) Only a full-time *bona fide* student proceeding to an academic qualification up to and including the degree of PhD shall be eligible for election as a student member. Any student member ceasing to be so eligible shall, at the end of the financial year, become *ipso facto* and ordinary member of the society.
- (d) Any member who has given outstanding service to the study of amphibians and/or reptiles in New Zealand may, on recommendation of the Council, be elected as an Honorary Life Member at any Annual or Special General Meeting.

- (e) Any member of the Society may resign by giving notice in writing to the Secretary and paying all subscriptions due; provided that any members giving such notice before 31<sup>st</sup> September shall not be liable to pay the subscription for that year.
- (f) Any member whose annual subscription is more than two years in arrears shall be removed from membership of the Society and may be readmitted by resolution of the Council on payment of all arrears.

#### **4. SUBSCRIPTION**

- (a) The annual subscription shall be such sum or sums as the Council shall decide. When both husband and wife join the Society, where requested, one subscription shall be remitted.
- (b) The first subscription for a candidate for membership shall be forwarded to the Secretary with the application, and election shall not take effect until the subscription has been received.
- (c) All subscriptions after the first shall become due and payable on the first day of each financial year.
- (d) Each person elected as a member shall be given notice thereof in writing by the Secretary.
- (e) The Secretary shall make available to any member on request a copy of the rules.
- (f) In exceptional circumstances the Council may by resolution remit the payment of any annual subscription or part thereof.

#### **5. OFFICERS**

The officers of the Society shall consist of a President, a Vice-President, a Secretary, and a Treasurer (or a Secretary-Treasurer), and an Honorary Auditor, all of whom, except the auditor, shall be financial members of the Society.

#### **6. COUNCIL**

- (a) The Council shall consist of the following:
  - (i) The Officers except the Hon. Auditor.
  - (ii) Any number of financial members as the Annual General Meeting shall decide.
- (b) The President, Vice-President, Secretary, and Treasurer (or Secretary-Treasurer) shall be elected by successive ballots in that order at the Annual General Meeting.

- (c) The members of the Council shall be elected by ballot at the Annual General Meeting after the Officers have been elected.
- (d) Candidates for positions as Officers (except the auditor), and members of the Council shall be nominated by members of the Society at the Annual General Meeting, or in writing signed by any two members, received by the Secretary before the date of each meeting. Every candidate shall before election signify personally at the Annual General Meeting or in writing his or her acceptance of the nomination.
- (e) The members of the Council shall be elected to serve a term of one year.
- (f) All Officers and members of Council shall be eligible for immediate re-election.
- (g) The Council shall have the power to appoint members of the Society to fill any casual vacancies and to co-opt additional Councillors if the need arises.
- (h) The Officers of the Council shall take office immediately after the close of the Annual General Meeting at which they are elected and shall have full control of the management of the Society except where otherwise provided in these rules.
- (i) At any meeting of the Council four shall form a quorum.

## **7. FINANCES**

- (a) The control and investment of the funds of the Society shall be wholly within the power of the Council, which may open and operate accounts at any bank or banks as it deems fit. The Trustees of any such accounts shall be the Treasurer (or Secretary-Treasurer) and any two officers or members of the Council appointed for that purpose; cheques and withdrawal warrants shall be signed by any two of the trustees.
- (b) The Treasurer shall keep a correct account of all funds received and expended by the Society, and shall prepare at the end of each financial year a Balance Sheet and Statement of Accounts for that year.
- (c) The accounts of the Society shall be audited at the end of each financial year by an Honorary Auditor, who shall be a member of the New Zealand Society of Accountants. The Honorary Auditor shall be appointed each year by the new Council, with reappointment in case of a casual vacancy made by the Council as required.
- (d) The financial year of the Society shall end on the 31<sup>st</sup> March each year.
- (e) The Society shall not have the power to borrow money.

## **8. MEETINGS**

- (a) The Society shall hold at least one General Meeting in each financial year. At one such meeting there shall be a business session which shall constitute the Annual General Meeting of the Society. At this session the Society shall:
  - (i) Receive from the Council a Report, Balance Sheet, and Statement of Accounts for the preceding financial year.
  - (ii) Elect the Officers and Council for the ensuing year.
  - (iii) Decide on any motion which may be duly submitted to the meeting.
- (b) A Special General Meeting shall be held at any time by resolution of the Council or within six weeks of receipt by the Secretary of a requisition signed by at least half of the financial members specifying the purpose for which the meeting is to be called.
- (c) Notice and agenda of each Annual and Special General Meeting shall be sent to each member by post at least twenty-eight days before that meeting. 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 consent of two-thirds of the members present. Members unable to attend a Special General Meeting may express views by proxy or by post. A Special General Meeting is empowered only to make recommendation which the Council may refer to a postal vote.
- (d) When a postal vote is called for, the Secretary or Secretary-Treasurer must notify members of the closing date in sufficient time to allow for a reply to be received from the registered addresses of Members. Decisions of a postal vote shall be by simple majority of the votes cast. For the purposes of such a postal vote, one third of the membership shall constitute a quorum. In the absence of a quorum, decisions shall be referred to a Special General Meeting or the next Annual General Meeting.
- (e) The Annual Report, Balance Sheet, and Statement of Accounts for each financial year shall be circulated to all members at least fourteen days before the next Annual General Meeting.
- (f) At any Annual or Special Meeting 10 members shall constitute a quorum.
- (g) At any Annual or Special General Meeting, or Council meeting, the chair shall be taken by the President or, in the President's absence, the Vice President or a member elected at the meeting.
- (h) At any meeting voting shall be on the voices or show of hands or by ballot at the discretion of the Chairperson, PROVIDED THAT, if any member shall so demand, voting shall be by ballot. The chairperson shall have a deliberative and a casting vote.

## **9. ALTERATION OF RULES**

- (a) Any alteration, addition, or rescission in these rules shall be made only at an Annual or Special General Meeting.

- (b) Notice of the proposed alteration, addition, or rescission shall be sent to every member by post at least fourteen days prior to the meeting.
- (c) The meeting may amend any such proposals.
- (d) No resolution shall effect any alteration of these rules unless assented by two-thirds of the members of the meeting.

#### **10. INTERPRETATION OF RULES**

The decision of the Council as to the interpretation of these rules shall be final and binding on all parties except at any Annual or Special General Meeting when the decision of the Chairperson of such meeting shall be final and binding on all parties.

#### **11. COMMON SEAL**

The common seal of the Society shall be in the custody of the Secretary (or Secretary-Treasurer), who shall, in pursuance of a resolution of the Council to that effect, affix the same to all instruments requiring the same.

#### **12. WINDING UP**

In the event of dissolution of the Society any remaining assets of the Society after payment of all liabilities shall be disposed of in such manner as the last Annual or Special General Meeting shall decide, or, failing any such decision, shall, *ipso facto*, become the property of the Royal Society of New Zealand.

20 October 1987

MINUTES OF THE SPECIAL GENERAL MEETING OF THE  
SOCIETY FOR RESEARCH ON AMPHIBIANS AND REPTILE IN  
NEW ZEALAND INC. HELD IN THE ZOOLOGY ANNEXE  
SEMINAR ROOM, DEPARTMENT OF ZOOLOGY,  
UNIVERSITY OF OTAGO ON FRIDAY  
19 FEBRUARY 1993 AT 12 NOON

1. PRESENT: Nicola Grimmond (President), Alison Cree (Acting Secretary), Terence Baird, Linda Cartland, Brent Emerson, Jane Girling, Fenella Harper, Lindsay Hazley, Graeme Loh, Graham Wallis
2. APOLOGIES Ruth Ainsworth, Barbara Blanchard, Ben Bell, Charles Daugherty, Rod Hitchmough, Sue Keall, Christa Krey, Mary McIntyre, Don Newman, Geoff Patterson

3. MOTION

“That item 7(d) of the Rules of the Society, which presently states:  
‘The financial year of the Society shall end on the 31<sup>st</sup> March each year’

be changed to:

‘The financial year of the Society shall end on the 30<sup>th</sup> September each year’

N. Grimmond/A.Cree – carried unanimously

The meeting closed at 12.15 pm.

CONFIRMED: .....President

.....Date

**Amendments to SRARNZ Constitution, during the  
period when the Council was based in Otago  
(1998-2001)**

**Passed at the 13<sup>th</sup> AGM, 19 February, 2000**

The Council proposed a motion that rules 3 (a) and 3 (b) be amended to include the status of institutional membership. At present the rules read as follows:-

- (a) *There shall be three classes of members:*
- (i) *Ordinary Members*
  - (ii) *Student members*
  - (iii) *Honorary life members*
- (b) *The Council may elect any person as an ordinary member or, subject to Rule 3(c), as a student member of the Society on the recommendation of two members of the Society.*

Council proposed these rules should be amended to:-

- (a) *There shall be four classes of members:*
- (j) *Ordinary Members*
  - (ii) *Student members*
  - (iii) *Honorary life members*
  - (iv) *Institutional members*
- (b) *The Council may elect any person as an ordinary member, or as the representative of an institutional member or, subject to Rule 3(c), as a student member of the Society on the recommendation of two members of the Society.*

**Alison Cree** proposed that we accept these changes and it was seconded by Lindsay Hazley.

**Passed at the 14<sup>th</sup> AGM, 3 February, 2001 – Student Prize Regulations:**

SRARNZ Student Prize – to be awarded at Biennial Conferences

1. Administration of fund
  - 1.1 Capital; A dedicated bank account will hold funds for the Student Prize. The account will be interest-bearing. Funds will accrue to this account by donation and from the general SRARNZ funds from time to time as the Council decides.
  - 1.2 Monies to be awarded; The money used for the biennial award(s) will come from interest earned by the Prize fund account plus (initially) funds from the general SRARNZ account. The amount of the award(s) will be decided by the Council prior to each Conference by

should be at least the value of a useful book (e.g. \$100 in 2001) and include a one year student membership to SRARNZ.

- 1.3 Fund raising; The Council will increase the dedicated prize fund by encouraging waged and/or senior SRARNZ members to contribute. Potential benefactors outside the SRARNZ membership may be approached for contributions from time to time.
  - 1.4 Winding-up; if deemed necessary to wind-up the fund then the capital will be distributed in a manner decided by an AGM. If the Society's tax status allows, it should be distributed to student members.
2. Award of the SRARNZ Student Prize(s)
    - 2.1 Categories; The prize will be awarded to the best student presentation(s) at SRARNZ biennial conferences. The award will be for the best oral and/or visual presentation. Visual material may include poster, slide show and video presentations. Depending on available funds, more than one category may be awarded.
    - 2.2 Criteria and eligibility; "Student" means that the research work presented was done by the person while enrolled in an educational institution. The work must be presented within three years of the educational qualification being awarded. Joint authorship will only be eligible where either both authors are students or where the non-student author(s) are both secondary and minor e.g. when a co-author is a supervisor (eligibility decided by the judges).
    - 2.3 Adjudication; For each conference at least two judges will be appointed to make the award(s). The judges will normally be SRARNZ members. The judges will decide eligibility (2.2) and recommend the award of prize(s) based on their assessment of the presentations. No prize will be awarded if the judges so deem.

**Charlie Daugherty** proposed that we accept these regulations and it was seconded by Sue Keall.

**Amendment to the SRARNZ Constitution passed at the  
24<sup>th</sup> Annual General Meeting  
held on 12 February 2011**

The Council proposed that rule 8(c) be amended to include email as a method of disseminating notices and agenda for Annual and Special General Meetings. At present this rule reads as follows:-

*“Notice and agenda of each Annual and Special General Meeting shall be sent to each member by post at least twenty-eight days before that meeting. At any Annual...”*

Council proposed that the rule be amended to:-

*“Notice and agenda of each Annual and Special General Meeting shall be sent to each member by post or email at least twenty-eight days before that meeting. At any Annual...”*

Motion to change was carried unanimously by a show of hands.

**Amendment to the SRARNZ Constitution passed at the  
27<sup>th</sup> Annual General Meeting  
held on 5 March 2014**

The Council proposes to amend the Constitution to change the requirement from **audit** of the accounts to **quality assurance** of the accounts, in order to avoid the overly onerous requirement of audit. The present relevant rules read as follows:

- Rule 5            *"The officers of the Society shall consist of a President, a Vice President, a Secretary, and a Treasurer (or a Secretary-Treasurer), and an **Honorary Auditor**, all of whom, except the **auditor**, shall be financial members of the Society."*
- Rule 6(a)(i)    *"The Officers except the **Hon. Auditor**"*
- Rule 7(c)        *"The accounts of the Society shall be **audited** at the end of each financial year by an **Honorary Auditor**, who shall be a member of the New Zealand **Society** of Accountants. The **Honorary Auditor** shall be appointed each year by the new Council, with reappointment in case of a casual vacancy made by the Council as required."*

Council proposes that these rules be amended to:

- Rule 5            *"The officers of the Society shall consist of a President, a Vice President, a Secretary, and a Treasurer (or a Secretary-Treasurer), and an **Honorary Accountant**, all of whom, except the **accountant**, shall be financial members of the Society."*
- Rule 6(a)(i)    *"The Officers except the **Hon. Accountant**"*
- Rule 7(c)        *"An **assurance review** be required at the end of each financial year by an **Honorary Accountant**, who shall be a member of the New Zealand **Institute** of Accountants. The **Honorary Accountant** shall be appointed each year by the new Council, with reappointment in case of a casual vacancy made by the Council as required."*

Motion to change was carried unanimously by a show of hands.

Confirmed: \_\_\_\_\_ President

\_\_\_\_\_ Date

**Amendment to the SRARNZ Constitution passed at the  
28<sup>th</sup> Annual General Meeting  
held on 30<sup>th</sup> January 2015**

The Council proposes to amend the Constitution in the following ways:

- 1. to better reflect the roles of the secretary and treasurer under rule 4 (subscriptions) as agreed to at the 10<sup>th</sup> AGM of SRARNZ in 1997.**

The present relevant rules read as follows:

Rule 4(b)      *“The first subscription for a candidate for membership shall be forwarded to the Secretary with the application, and election shall not take effect until the subscription has been received.”*

Rule 4(d)      *“Each person elected as a member shall be given notice thereof in writing by the Secretary”.*

Council proposes that these rules be amended to:

Rule 4(b)      *“The first subscription for a candidate for membership shall be forwarded to the **Treasurer** with the application, and election shall not take effect until the subscription has been received.”*

Rule 4(d)      *“Each person elected as a member shall be given notice thereof in writing by the **Treasurer**”.*

- 2. to capture all mention of ‘auditor’ and change to ‘accountant’ as agreed to at the 27<sup>th</sup> AGM of SRARNZ held in 2014.**

The present relevant rule reads as follows:

Rule 6(d)      *“Candidates for positions as Officers (except the auditor), and members of the Council shall be nominated by members of the Society at the Annual General Meeting, ...”*

Council proposes that this rule be amended to:

Rule 6(d)      *“Candidates for positions as Officers (except the **accountant**), and members of the Council shall be nominated by members of the Society at the Annual General Meeting, ...”*

- 3. to include email as a valid method of communication with and from members.**

The present relevant rules read as follows:

Rule 8(c)      “...Members unable to attend a Special General Meeting may express views by proxy or by post. A Special General Meeting is empowered only to make recommendation which the Council may refer to a postal vote.

Rule 9(b)      Notice of the proposed alteration, addition, or rescission shall be sent to every member by post at least fourteen days prior to the meeting.

Council proposes that these rules be amended to:

Rule 8(c)      “...Members unable to attend a Special General Meeting may express views by proxy or by post **or email**. A Special General Meeting is empowered only to make recommendation which the Council may refer to a postal vote (**see also Rule 8(d)**).

Rule 9(b)      Notice of the proposed alteration, addition, or rescission shall be sent to every member by post **or email** at least fourteen days prior to the meeting.

Motion to changes was carried unanimously by a show of hands.

Confirmed: \_\_\_\_\_ President

\_\_\_\_\_ Date

**Amendment to the SRARNZ constitution passed at the  
31<sup>st</sup> Annual General Meeting  
held on 28<sup>th</sup> January 2018**

The council proposes to amend the Constitution to alter the **four classes of SRARNZ membership**, by **replacing the 'Student' category with 'Concessionary'**, which will include those in financial hardship. A minor spelling mistake has also been fixed:

Current constitution Rule 3(a), 3(b) and (c):

- (a) *There shall be four classes of members:*
- (i) *Ordinary Members*
  - (ii) *Student members*
  - (iii) *Honorary life members*
  - (iv) *Institutional members*
- (b) *The Council may elect any person as an ordinary member, or as the representative of an institutional member or, subject to Rule 3(c), as a student member of the Society on the recommendation of two members of the Society.*
- (c) *Only a full-time bona fide student proceeding to an academic qualification up to and including the degree of PhD shall be eligible for election as a student member. Any student member ceasing to be so eligible shall, at the end of the financial year, become ipso facto and ordinary member of the society.*

Council proposes that these rules be amended to: (changes in bold)

- (a) *There shall be four classes of members:*
- (i) *Ordinary Members*
  - (ii) **Concessionary** members
  - (iii) *Honorary life members*
  - (iv) *Institutional members*
- (b) *The Council may elect any person as an ordinary member, or as the representative of an institutional member or, subject to Rule 3(c), as a **concessionary** member of the Society on*

*the recommendation of two members of the Society.*

- (c) *Only a full-time bona fide student proceeding to an academic qualification up to and including the degree of PhD, or a person in financial hardship (as approved by Council), shall be eligible for election as a concessionary member. Any concessionary member ceasing to be so eligible shall, at the end of the financial year, become ipso facto an ordinary member of the society.*

Motion to change was carried unanimously by a show of hands.

Confirmed: \_\_\_\_\_ President

\_\_\_\_\_ Date

Confirmation of acceptance of rules changes

Name: Jo Monks

Signature: J. Monks

Date: 7/5/2019

Position: President

Name: Karina Sidaway

Signature: K Sidaway

Date: 7/5/2019

Position: Secretary

Name: ALISON CREE

Signature: Alison Cree

Date: 7/5/19

Position: Vice President